



**CITY OF SNELLVILLE
ANNOUNCES A VACANCY FOR:**

FULL TIME PROGRAM COORDINATOR – PARKS & RECREATION

Starting Salary: \$20.24 Hour

APPLICATIONS WILL BE RECEIVED UNTIL: April 24, 2026 and thereafter until position is filled

DUTIES: This is a professional and administrative role overseeing, monitoring and executing every aspect of Snellville Parks & Recreation programs/facilities (Active Adults, Athletics-Youth/Adult, Athletics/Special Events, and Programs/Facilities) which may include athletic leagues, classes, general programming, department special events, etc. Duties can also include overseeing various groups, or individuals in renting park facilities in the City of Snellville. Incumbent will organize and facilitate various department sponsored athletic events, general programs and special events. General direction is provided by the Deputy Director in organizing and coordinating the scheduling of various facility rentals, athletic leagues, special classes and events while incumbent exercises discretionary judgment in implementing all leagues and rentals based on established policies and procedures. Incumbent will supervise part-time employees or volunteer staff in designated program areas. Schedule will include evening and weekend shifts.

MINIMUM REQUIREMENTS: Bachelor's Degree in Recreation, Physical Education, Management or related field from an accredited college or university. At least two (2) years' experience in performing duties related to recreational programming and general park operations. Any equivalent combination of education and experience may be acceptable. Must possess a valid Georgia driver's license (Class C) at time of employment. Red Cross certifications in First Aid and CPR or ability to get certification within 6 months of hire. Professional certification through the Georgia Recreation and Parks Association, National Recreation & Parks Association and/or National Alliance for Youth Sports is preferred.

HIRING PROCESS: The hiring process includes a panel interview, evaluation of educational background and work experience, a criminal background check, financial background, a motor vehicle history check and successful completion of a post-offer, pre-employment drug screening.

APPLICATIONS CAN BE FILED AT:

**City Hall
Personnel Office
2342 Oak Road
Snellville, GA 30078
or online at www.snellville.org**

THE CITY OF SNELLVILLE IS AN EQUAL OPPORTUNITY EMPLOYER.

Date: April 9, 2026