

**Assistant Senior Programming/Recreation Coordinator  
City of Berlin**

The City of Berlin is seeking a part-time Assistant Senior Programming/Recreation Coordinator to assist with planning and coordinating senior & recreation programs and events. Position coordinates with various agencies, helps with event planning, programming, record keeping, public relations, basic bookkeeping and facility/staff coordination. Position reports to the Senior Programming and Community Recreation Director. Position hours are flexible, but hours per week can fluctuate seasonally with departmental activity. Typical work week can be 20-25 hours.

Successful applicant will be PC literate with working knowledge of MS Word, Excel, and Internet Explorer. Candidate must possess excellent organizational and communication skills, be a service-oriented, dependable team player, able to multi-task, and communicate effectively with people of all ages. Successful candidate must possess basic bookkeeping skills and a valid driver's license. Wage range is \$13-\$17/hr depending on qualifications and experience. This position does not offer benefits. Qualified candidates should send cover letter and resume to: City of Berlin, P.O. Box 272, Berlin, WI 54923, Attn: Jodie Olson or e-mail [jolson@cityofberlin.net](mailto:jolson@cityofberlin.net) Deadline to apply is July 30, 2021.

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