

**Senior Programming and Community Recreation Director
City of Berlin**

The City of Berlin is seeking a Senior Programming and Community Recreation Director. This position deals with many aspects of government and works directly with the public. The position is responsible for facilitating programming needs of the seniors in the Berlin Community, coordinating senior activities, and managing and coordinating adult and youth recreational programming.

Successful applicant will be PC literate with working knowledge of MS Word, Excel, Publisher and Internet Explorer, have excellent organizational and communication skills, be a service-oriented, dependable team player, and multi-tasker. Preferred candidate will have a minimum of three years education and/or experience in human services, therapeutic recreation, geriatrics, social work or a closely related field; three years administrative and supervisory experience, preferably related to Senior Aging Needs and Community Recreation; Working knowledge of community resources and agencies geared to the needs and interests of older adults; working knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program; and must possess basic bookkeeping skills and a valid driver's license. We are looking for a self-motivated individual with a strong desire to learn. Salary range is \$41,759-\$54,287. The City of Berlin provides an excellent benefit package. 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. Deadline to apply is August 18, 2021.