

**Senior Center & Recreation Facilities Director
City of Berlin**

The City of Berlin is looking to fill the position of Senior Center & Recreation Facilities Director. This position deals with many aspects of government and works directly with the public. The Director is responsible for overseeing and managing the Senior Center and recreational facilities and amenities. This involves planning and coordination of Senior programming, and coordinating the rental/reservation of the City's sports fields, park shelters, and camp ground. The Director is directly responsible for working with various agencies and community partners to provide services and events for older adults, record keeping, bookkeeping functions, managing public relations and facility/staff, and many other miscellaneous functions as needed.

Successful applicant will be PC literate with excellent organizational and communication skills, be a service-oriented, dependable team member, and able to handle multiple tasks simultaneously. Preferred candidates will have at least 3 years of prior experience/education in human resources, therapeutic recreation, geriatrics, social work or a closely related field. Anticipated salary, depending on experience, is \$44,387-47,694 (\$21.34-22.93.00/hr). The City of Berlin offers an excellent benefits package with Health Insurance, vision, dental, life insurance, short term disability and Employee Assistance Programs. Qualified candidates should send an application and cover letter to: City of Berlin, P.O. Box 272, Berlin, WI 54923, Attn: Senior Center & Recreation Facilities Coordinator Recruitment or e-mail cityadministrator@cityofberlin.wi.gov. Application can be found at www.cityofberlin.net. Deadline to apply is September 29, 2025.