

Open Position: Parks and Recreation Director / Parks Maintenance Worker

The Town of Wiggins is now accepting applications for a Full-time Parks and Recreation Director / Maintenance Worker. The qualified applicant will be responsible for running the Town's park and recreation programs and assisting with general maintenance as a team member of the Public Works Department. The applicant should have experience and/or a degree in running sports programs, recruiting and training volunteer coaches, organizing events, have good people skills, and willing to learn tasks related to public works.

Applications will be accepted until the position is filled. For further information and an application, visit the Town's website at www.wigginsco.com or an application can be picked up at the Wiggins Town Hall located at 304 Central Avenue, Wiggins CO 80654. Please return completed applications to:

email: clerk@wigginsco.com

fax: (970) 483-7364

drop-off / mail: 304 Central Avenue, Wiggins, CO 80654

Required Experience, Knowledge, Skills:

- > High School Diploma or equivalent, & Bachelor's Degree in related field preferred;
- > Valid Colorado driver's license and good driving record;
- > Experience with basic computer skills including Microsoft Suite;
- > Strong customer services skills to communicate effectively with the public.

Annual Salary: up to \$33,475 DOQ, plus benefits.

Benefits Include: health, dental, vision, retirement, and paid vacation.