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## **City of Mayville – Job Announcement Part-Time Recreation Director**

The City of Mayville is seeking a Part-Time Recreation Director to plan and coordinate community recreation programs, activities, and events. This position works closely with the TAG Center and Parks Department to provide accessible, high-quality recreational opportunities for residents of all ages.

### **Position Summary**

The Recreation Director is responsible for developing and scheduling programs, coordinating use of City recreation facilities, overseeing seasonal staff, preparing program materials, assisting with promotions, serving as a primary contact for participants and community partners, and supporting budget, record-keeping, and safety compliance efforts. Strong organizational, communication, and customer-service skills are essential.

### **Qualifications**

Preferred candidates will have education in recreation, sports administration, public administration, or a related field, along with 1–3 years of experience in recreation or community programming. The position requires the ability to multitask, collaborate across departments, and work with diverse age groups. Proficiency in Microsoft Office is required, and experience with recreation software is beneficial. The role also requires the ability to work occasional evenings and weekends and to lift up to 25 pounds.

### **Hours & Compensation**

Part-time, 10–20 hours per week, with some evening/weekend hours. Compensation is based on experience and City pay schedules.

### **Application Process**

Position open until filled. Please submit:

- City of Mayville Employment Application
- Cover Letter
- Resume

Send to:

Anastasia Gonstead, City Clerk/Executive Assistant

Email: [agonstead@mayvillecity.com](mailto:agonstead@mayvillecity.com)

Mailing Address: PO Box 273, Mayville, WI 53050

The City of Mayville is an Equal Opportunity Employer.