



**Position Title:** Community Activities Manager  
Full Time  
FLSA Exempt

**Closing Date:** May 16, 2017 at 4 p.m.

**Hiring Salary Range:** \$41,313-\$45,500 DOQ, comprehensive benefit package includes health, vision, dental, Short-term and Long-term disability, life insurance, gym membership, retirement, vacation, personal, administrative, and sick leave.

**Description of Duties:**

The City of Alamosa is seeking **Full-Time Community Activities Manager** to organize, promote, and supervise a comprehensive program of year-round public recreation for residents of all ages, create community enrichment opportunities and manage City special events. Hire, train, and supervise seasonal and temporary staff-review and approve time worked. Make program budget recommendations, monitor revenues and expenditures and work within budgetary guidelines. Produce and manage department and program marketing including recreational brochures, mass email communications, and social media posts. Works in a team based environment in conjunction with other Parks and Rec staff, assumes duties of director in their absence.

**Desired Qualifications:**

Preferred candidate should possess a Bachelor's degree in Recreation Management, Leisure Studies, or Business Management from an accredited college, university, or equivalent. Experience in a supervisory capacity, events management, or coordinating or assisting in the coordination of recreational programs is highly desirable. Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying.

**Application Procedure:**

The City of Alamosa is an Equal Opportunity Employer and will consider all applications without regard to race, marital status, sex, age, color, religion, national origin, veteran status, disability or any other characteristic protected by law EOE.

Submit City of Alamosa application, resume, and letter of interest to:

Human Resources Department-Amy McKinley  
City of Alamosa  
300 Hunt Avenue  
PO Box 419  
Alamosa, Colorado 81101  
[amckinley@ci.alamosa.co.us](mailto:amckinley@ci.alamosa.co.us) 719-587-2029

Applications can be found online at [www.cityofalamosa.org](http://www.cityofalamosa.org) under Job Opportunities or at the HR Department, 300 Hunt Avenue, Alamosa, Colorado.