



Part-Time Parks and Recreation and Town Events Coordinator

The Town of Wiggins is now accepting applications for a Part-Time Parks and Recreation/Town Events Coordinator. The ideal candidate will be comfortable performing functions in both areas. However, the position may be split into two positions based on the applicant(s) qualifications. The successful applicant(s) will be responsible for running the Town's Park and Recreation programs and leading the staff/volunteer efforts to develop and implement events sponsored by the Town. The applicant(s) should have experience in running recreation/sports programs, recruiting and training volunteer coaches, and developing and organizing events and event volunteers. The ideal candidate(s) will have excellent organization and people skills, and be willing to learn tasks related to parks and recreation, and event implementation. The salary range for this position(s) is \$16.50 per hour to \$25.00 per hour. The anticipated hiring range is \$18.00 per hour to \$23.00 per hour dependent on experience and qualifications.

This position is open until filled. First review of applications will be on April 9, 2025. For further information and an application, visit the Town's website at <https://townofwiggins.colorado.gov>. To submit an application, please submit via email, a cover letter explaining why you are interested in this position, your resume and a completed Town of Wiggins Employment application. Please submit the information as a single PDF file to clerk@wigginsco.gov. If you have questions, you can contact Craig Miller at craig.miller@wigginsco.com or call 970-483-6161. The Town of Wiggins is drug free work place and an Equal Opportunity Employer