

**Job Title: Recreation Programmer**  
**Department: Parks & Recreation**  
**Location: City of Dexter, MO**  
**Status: Full-Time**  
**Reports To: Parks & Recreation Director**

### **Job Summary:**

The City of Dexter is seeking a dedicated and energetic Recreation Programmer to plan, coordinate, and implement a variety of recreational programs with a special emphasis on track and field, soccer, baseball, and softball. This position also includes maintenance duties to ensure the safety, cleanliness, and functionality of city parks and athletic facilities.

### **Key Responsibilities:**

#### **Program Development & Coordination:**

- Plan, organize, and implement recreational programs, leagues, and special events focused on youth and adult participation in track and field, soccer, baseball, and softball.
- Recruit, train, and supervise seasonal staff, officials, and volunteers.
- Create promotional materials and assist with program marketing and community outreach.
- Evaluate program effectiveness and participant satisfaction; recommend improvements.

#### **Facility & Field Maintenance:**

- Perform routine maintenance of parks, athletic fields, and recreational facilities, including mowing, lining fields, dragging infields, setting bases, and general upkeep.
- Inspect equipment and facilities for safety hazards; make minor repairs and report major maintenance needs.
- Set up and break down equipment for practices, games, and special events.
- Assist in maintaining the cleanliness of restrooms, shelters, and other public amenities.

#### **Administrative Duties:**

- Maintain program records, registration data, attendance, and incident reports.
- Prepare schedules, rosters, and reports related to programming and facility use.
- Assist with budget tracking and supply inventory.

### **Qualifications:**

- Associate's or Bachelor's degree in Recreation, Sports Management, Physical Education, or a related field preferred.
- At least one (1) year of experience in recreational programming or parks maintenance, preferably in a municipal or community setting.

- Demonstrate knowledge and experience in coaching, organizing, or officiating track and field, soccer, and baseball/softball.
- Ability to supervise part-time/seasonal workers.
- Ability to operate maintenance equipment (e.g., lawn mowers, tractors, line stripers, field drags)(shovels, chainsaws, electrical, plumbing, construction experience preferred).
- Strong organizational, communication, and customer service skills.
- CPR/First Aid Certification or ability to obtain within 6 months of hire.
- Valid driver's license required. Will be required to pass a drug screen.

**Working Conditions:**

- Work is performed in both indoor and outdoor environments, in various weather conditions.
- Must be able to lift to 50 lbs. and perform manual labor as needed.
- Evening and weekend hours may be required depending on programming needs.

**Salary Range:**

Commensurate with experience. Includes benefits package.

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**To Apply:**

Applications can be obtained at the Dexter Parks & Recreation Office, 500 Fairground Drive, Dexter, MO 63841.

Submit a cover letter, resume, and completed application form to Dexter Parks & Recreation, 500 Fairground Drive, Dexter, MO 63841, 573-624-8244. Deadline to apply is Thursday, July 17, 2025.

The City of Dexter reserves the right to notify only those individuals selected for testing as to the status of their application for employment. EOE/ADA/M/F/V

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**EMPLOYMENT APPLICATION  
DEXTER PARKS AND RECREATION**

Position Applying For: Lifeguard Pool Admissions Concessions Official/Ref Pool Manager  
Ballfield Crew Pool Custodial Pool Concessions Other: \_\_\_\_\_

To have your application processed thoroughly answer all questions on the application form.  
Applications filled out incompletely will not be considered. All information will be treated confidentially.  
Applications may be mailed to Dexter Park, 500 Fairground Drive, Dexter, MO 63841, or they can be  
dropped off at the park office, or placed in the night drop at the park office.

**GENERAL INFORMATION**

Name: \_\_\_\_\_  
(First) (MI) (Last)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Message Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Are you over 18 years old? Yes No
- Are you eligible for employment in the United States? Yes No
- Have you ever been convicted of a crime other than a minor traffic offense (including during Military Service) Yes No If Yes explain: \_\_\_\_\_

Driver License Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_

**EDUCATION INFORMATION**

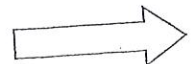
High School Name: \_\_\_\_\_ Diploma/Equivalent? Yes NO

College/Tech School: \_\_\_\_\_ Degree? Yes NO

College/Tech School: \_\_\_\_\_ Degree? Yes NO

Professional Licenses or Certifications:

_____	_____	_____
Title	Cert Number	Expiration Date
_____	_____	_____
Title	Cert Number	Expiration Date





**EMPLOYMENT HISTORY**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address (city, state, and zip) \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address (city, state, and zip) \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address (city, state, and zip) \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**A copy of current driver license is to be attached to application**

City of Dexter Parks and Recreation is an equal opportunity employer, considers applicants for all positions without regard to race, color, religion, sex, age, national origin, disabled or veteran status, or other legally protected status.

I hereby certify that the facts set forth in this employment application are true and complete to the best of my knowledge. I understand that false statements of any kind or omission of facts called for on this application are a basis for dismissal regardless of when they are discovered. I understand that any employment offered is for an indefinite duration, unless otherwise specified in writing, and is at-will which means that either I or the City Of Dexter, Park Department may terminate my employment at any time with or without notice or cause. I further understand that neither the policies, rules, regulations of employment, application for employment, nor anything said during the interview process shall be deemed to constitute the terms of any implied employment contract.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_