



TOWN OF SARATOGA

Invites applications for the position of:

Recreation Assistant Director

SALARY: \$21.00/hr. w/Full Benefits

CLOSING DATE: Opened until filled

FLSA STATUS: Full Time

SCHEDULE: Monday – Friday - Occasional weekends as needed

REPORTS TO: Recreation Director

Principal Purpose of Job:

The Recreation Assistant Director supports the Recreation Director in planning, coordination and supervising a variety of recreational programs, events, and community activities. This position plays a key role in maintaining the daily operations of the Saratoga Recreation Department. During the summer months, the Assistant Director is responsible for the management of the Municipal Swimming Pool, including staff schedule, safety compliance, and swimming lessons. This role also involves community outreach, and ensuring high standards of service and safety are maintained across all recreation offerings. This is a hands-on position that requires strong leadership, organizational skills, and a passion for serving the community.

Applications may be found online at www.townofsaratoga.org or contact:

Saratoga Town Hall

110 E Spring Ave. / PO Box 486

Saratoga, WY 82331

307-326-8335

clerk@saratogawyo.org