



City of Shawano – Parks and Rec Dept
220 E Division St., Shawano, WI 54166
(715) 526-6171 mhendricks@cityofshawano.com

November 3, 2021

To Whom It May Concern,

Thank you for your interest in applying for the Parks and Recreation Department's Building Supervisor position. A complete application packet will consist of a cover letter, application, and responses to the supplemental questions. Although you may choose to attach a resume, the resume cannot be utilized in place of a completed application. Our team is hardworking, creative, intelligent and customer service focused. Should you obtain a position with us, be prepared to bring your "A" game day in and day out, while also having some fun.

The posting for this position is as follows:

Regular Part-Time Parks & Recreation Position

The City of Shawano Parks and Recreation Department is seeking applications for a regular part-time Building Supervisor position. Applications and the job description can be found online at www.cityofshawano.com, or can be picked up in person at City Hall - 127 S. Sawyer St. or the Recreation Center - 220 E. Division St. The starting salary will be \$14.50 per hour with additional benefits available. Applications are due to Shawano City Hall by noon on Friday, November 19th. The position will be scheduled for approximately 25-30 hours per week. Primarily working afternoons, evenings, and two Saturdays per month.

Completed applications can **only be turned in or mailed to City Hall**, 127 S Sawyer St. Shawano WI 54166.

Sincerely,

Matt Hendricks

Matt Hendricks
Director, Parks, Recreation & Special Projects