



# *Town of Mooresville*

## *Recruitment Announcement*

*July 31, 2008*

Position: **Assistant Athletics Manager**

Department: **Recreation**

Salary Range: **\$32,156 - \$48,928**

Application Deadline: **August 15, 2008**

**Description:**

An employee in this position assists the Athletics Activities Manager in planning, coordinating, and supervising a variety of athletic programs for the citizens of the community. Work involves scheduling activities and events and contact with participants, coaches and officiating personnel. Work includes organizing athletic activities, leagues; recruiting and supervising coaches, officials, and participants, publicizing program activities; and supervising the successful implementation of such programs. Work is performed under the general supervision of the Athletic Activities Manager.

**Minimum Requirements:**

Graduation from a four-year college or university with a degree in recreation administration or closely related degree and some experience in recreation and athletics; or an equivalent combination of training and experience. Requires valid NC Drivers license and good driving record.

**Hours:**

40 hours per week – must be able to work some nights and week-ends.

**Other Information:**

Must have working knowledge of principles, practices and methods of recreation, and of major sport rules, playing and coaching techniques; knowledge of standard resources, materials, and facilities utilized in a public recreation program; ability to plan, promote, organize and executive athletic activity; ability to plan and coordinate the work of full and part-time employees, temporary workers and volunteers that serve as coaches and scorekeepers; ability to express ideas effectively in oral and written form.

**How to Apply:**

Applications will be accepted at the Human Resources Department, 413 N. Main Street or NC Employment Security Commission, 470-A N. Broad Street, Mooresville, NC. Applications can also be downloaded from the website: [www.ci.mooresville.nc.us](http://www.ci.mooresville.nc.us). Resumes will NOT be accepted in lieu of a Town of Mooresville application and applications will NOT be accepted after the closing date.

**Benefits:**

Paid Leave; 11-12 paid holidays; excellent medical, dental and vision insurance; local government retirement; 401(k); life insurance; flexible spending accounts; direct deposit.

An Equal Opportunity Employer