



# Town of Mooresville

## Recruitment Announcement

August 10, 2011

Position: **Recreation Supervisor**

Department: **Recreation**

Salary Range: **\$35,964 - \$56,245**

Application Deadline: **August 25, 2011**

### Description:

An employee in this position is responsible for coordinating and supervising recreation activities. This employee plans, organizes, and coordinates recreation programs for various age groups; assists in the coordination of athletic programs; ensures that facilities are clean, safe, and ready for scheduled events; advertises recreation programs, including dates, times, and employment opportunities; hires, trains, schedules and supervises personnel; assists personnel with daily operations, planning, and implementation of recreational/leisure activities and programs for all ages at assigned recreation centers; maintains supply inventory for all programs; pursues grant opportunities; works with Neighborhood Associations in the implementation of plans; oversees marketing and public relations for department programs, activities, and facilities; supervises Town wide special events as required; and performs other duties as requested.

### Minimum Requirements:

Must have the ability to establish and maintain effective working relationships with volunteers, community groups, co-workers, employees, and superiors. Must be able to deal tactfully, courteously and firmly with the public. Must assist with the daily maintenance and security of facility and equipment.

### Hours:

8:00 AM – 5:00 Monday-Friday (Night and weekend work required)

### Other Information:

Bachelors Degree in recreation administration from an accredited college or university and two to four years of directly related experience; or an equivalent combination of education and experience. Possession of a valid driver's license issued by the State of North Carolina.

### 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