

**JOB POSTING**

Position: Recreation Programming and Aquatic Facility Director

Location: Clarksville Parks & Recreation Department, 2000 Broadway, Suite 221, Clarksville, IN

Hours: Minimum 40 hours per week; day, evening, weekend and/or holiday hours will be required

Salary: $39,000 plus health, dental, vision, life insurance and retirement plan

FLSA: Non Exempt

Job Scope: During the spring and summer months, this position will provide overall management of aquatic programs, services and personnel at the newly renovated outdoor Clarksville Family Aquatic Center. The position will be responsible for the daily business operations of the facility including, but not limited to: hiring, training, scheduling and supervising seasonal employees (lifeguards, pool attendants, concession employees, instructors, etc.), purchasing general supplies and concession inventory, scheduling rentals and birthday parties, planning and organizing special events, running daily financial reports and bank transactions, overseeing general maintenance of the facility, and monitoring and maintaining pool chemistry. During the fall and winter months, this position will provide overall management of fall/winter/spring recreational classes and programs for all ages. The position will be responsible for creating, scheduling and managing adult education classes, scheduling and overseeing the youth Saturday Morning Program (January – March), and assisting with special events as needed. Position will assist with running the Parks Office when needed, attend weekly staff meetings, attend educational seminars when possible, promote a positive public image of the department, and perform other duties as assigned.

Must work well with others and possess skills in safety, training, and customer service. Must have the knowledge and understanding of computer operations, systems, and various software packages and the ability to utilize standard business applications.

Job Requirements: Bachelor’s degree in Recreation Administration, Public or Business Administration or a related field required. Must be able to meet and exceed the needs of the public on a daily basis in a professional and helpful manner, exercise discretion with sensitive and confidential information, and possess the knowledge of computer hardware and software programs. The successful candidate will be required to pass a pre-employment drug screen and background check.

Employment application is available to download at ClarksvilleParks.com. Only qualified applicants should send resume and application to: Clarksville Parks & Recreation, ATTN: Selection Committee, 2000 Broadway Street, Suite 221, Clarksville, IN 47129 or bnelson@clarksvilleparks.com. Resumes will be accepted until December 29, 2016 or until filled. EOE