



JOB OPENING

Troup County Government

Position: Recreation Supervisor	Department: Parks & Rec	Salary: \$15.80/Hr
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Under general supervision and instruction this position is responsible for supervising the day to day operations of the Mike Daniel Recreation Center.

Qualifications/Knowledge:

- ⇒ Must be at least 21 years of age, High school diploma or GED, current valid driver's license and ability to obtain license for the type of vehicle or equipment operated
- ⇒ Must have at least 1-3 years minimum experience in related field
- ⇒ Knowledge of athletic program management principles
- ⇒ Knowledge of budget management principles
- ⇒ Knowledge of marketing and public relations principles
- ⇒ Knowledge of public pool management principles
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Skill in planning
- ⇒ Skill in problem solving
- ⇒ Skill in interpersonal relations
- ⇒ Skill in oral and written communication

Essential Duties and Responsibilities:

- ⇒ Coordinates facilities maintenance and repair
- ⇒ Markets and sells memberships; maintains related records
- ⇒ Operates and manages the indoor pool
- ⇒ Manages rental contracts; collects related fees and maintains related records
- ⇒ Recruits and schedules instructors
- ⇒ Manages special events
- ⇒ Maintains inventory of equipment and supplies; makes purchases as needed
- ⇒ Hires, trains, assigns, directs, supervises, evaluates and disciplines personnel
- ⇒ Organizes teams, leagues and tournaments; secures coaches, officials and part-time staff; trains volunteers and staff; conducts coaching clinics and league development meetings; secures facilities, equipment, supplies and awards for league play; conducts draft for league development
- ⇒ Develops and implements marketing strategies for the Recreation Center and other Parks and Recreation Facilities; creates brochures and flyers; maintains website; updates signs
- ⇒ Prepares a variety of program reports
- ⇒ Answers telephone and greets visitors; provides information and assistance
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.org.

Job #: 01052018 Recreation Supervisor

Grade 14

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Tod Tentler

Tod Tentler, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace