

*****PLEASE POST*****

CITY OF ASHEBORO

JOB OPPORTUNITY ANNOUNCEMENT

VACANCY #1622

Opening Date: Monday, December 21, 2015

Closing Date: Friday, January 8, 2016

Program Coordinator (Special Events/Facilities)

(Cultural Services Department)

An employee in this class is responsible for the supervision and inspection of specific recreation facilities which include: Bicentennial Park, Playgrounds, Swimming Pools (including the facilitation of a seasonal aquatics program), and other facilities that may be assigned. The employee is also responsible for the planning, organizing, coordinating and promoting of departmental special events. Work is conducted under the general supervision of the Recreation Services Superintendent, and is reviewed through observation, conferences, and effectiveness of programs offered.

Minimum Experience and Training

Graduation from an accredited four-year college or university with a Bachelor's degree in Recreation, Physical Education or a closely related field plus some experience directly related to aquatic facility operation is preferred, or any equivalent combination of education, experience and training.

Special Requirements

- Night and weekend work is required;
- Requires current possession and maintenance of the following licensures and certifications or the ability to obtain the following licensures and certifications within the first 6 months of employment:
- Possession of a valid North Carolina driver's license (*applicant **must** have a valid driver's license at date of hire, but it can be other than NC within first six months*)
 - CPR/AED for the Professional Rescuer issued by the American Red Cross or equivalent certified issuing agency;
 - First Aid Certification;
 - Lifeguard Certification issued by the American Red Cross;
 - Water Safety Instructor (WSI) Certification issued by the American Red Cross;
 - Aquatic Facility Operator (AFO) or Certified Pool Operator's (CPO) Certification

Physical Requirements

Must be able to lift at least 50 pounds. Will work outdoors in varying weather conditions.

Starting Salary: \$34,267.44 per year

Deadline for Receiving Applications: Please pick up applications from the Human Resources Department and send or deliver them to: Lesia Cox, Human Resources Specialist, City of Asheboro, 225 E. Academy St, Asheboro, NC 27203 by 5pm on Friday, January 8, 2016. The City of Asheboro is an at-will, equal opportunity employer.