



CITY OF SWEETWATER

EMPLOYMENT OPPORTUNITIES

POSTING DATE: 09/25/17

The City of Sweetwater is accepting applications for this position. For more information regarding position qualifications and the application process, please visit us at: Sweetwater City Hall 500 SW 109TH Ave. Sweetwater, FL 33174

Sports and Activity Director – Position # 1110 – Full Time

Applications will be considered on a first come, first served basis. Deadline for accepting applications: Until Filled

Overview

Performs a variety of administrative and supervisory work in the selection in planning and staffing programs for the community which include but are not limited to Summer Camp, physical activities, and wellness programs. Supervises the staff in developing high quality programs and safety.

Job Duties/Essential Functions: (not intended to be all inclusive)

- Plans, organizes and supervises all recreation programs for the City.
- Inspect and maintain facilities, structures and equipment, request repairs when necessary.
- Responsible for supervising supplies, equipment and maintaining inventory control.
- Creates and promotes printed material and advertisements for distribution
- Enforces program rules and regulations
- Develop public relations programs designed to promote community interest and recreation programs
- Participate in all city events or activities related to parks.
- Perform other duties required by the Mayor's office.

Qualifications/Requirements

- Graduation from an accredited college or University with a bachelor's degree
- The ideal candidate will possess at least five years of professional, comprehensive and increasingly responsible work experience in Parks or similar field.
- An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities may also be considered.
- Must have, or will obtain within six (6) months of hire, a CPR/First Aid certification
- Bilingual English/Spanish preferred.
- Must be available to work weekend and special events when necessary.