

City of Summerville
Job Announcement
Assistant Parks and Recreation Director

JOB SUMMARY

This position is responsible for the assistance of parks and recreation operations and activities.

MAJOR DUTIES

- Coordinates athletic leagues including signing up kids and creating practice schedules.
- Prepares playing fields.
- Recruits and trains volunteers.
- Manages bookkeeping and performs administrative work.
- Assists with special events and projects.
- Manages community relations projects.
- Performs building supervision.
- Conducts long-term planning.
- Assist maintenance with mowing and trimming the property as needed.
- Performs related duties.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table and standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed in an office, library, computer room, or outside in and around the athletic fields. The employee is exposed to dust, dirt, grease, and noise.
- Physical strength and ability to perform manual labor for extended periods of necessary. Manual labor defined as the ability to lift up to 50 pounds and to perform various tasks inside and out of the Recreation Center facilities.

MINIMUM QUALIFICATIONS

- Associate's degree or equivalent experience.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

Any person interested in this position may submit an application at the City of Summerville, 120 Georgia Ave., Summerville, GA 30747. Resumes may also be submitted via e-mail to bchamlee@summervillega.org or mailed to:

City of Summerville
Attn: Bo Chamlee
P.O. Box 180
Summerville, GA 30747

