

Job Posting for
Program Director/League Director

Summary

Organizes and directs specific recreation programs by performing the following duties personally or through subordinate staff. Activities include but not limited to: adult and youth open gyms, water safety and education, activities for people with disabilities, sport camps, tennis and platform tennis, cultural education, adult and girl sport league, dance, gymnastics and special events.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Plan and conducts programs or leagues.

Conduct programs according to department policy.

Maintain and generate records and reports. Maintains website with league information and schedules.

Responsible for issuance and maintenance of equipment.

Performs Emergency First Aid and CPR when necessary.

Education and/or Experience

Bachelor degree or equivalent two-year college or technical school plus six months to one year experience or training; or equivalent combination of education and experience.

Certificates, Licenses, Registrations

CPR, First Aid, Current valid Driver's License

Hours:

Up to 20 hrs per week, year round

Payrate:

\$12.65/hr

