



POSITION OPEN

PARKS, RECREATION & TOURISM DEPARTMENT MEMBERSHIP COORDINATOR Job Posting Date – February 20, 2018

The City of Conway is seeking a qualified candidate for the position of Membership Coordinator. This is a full-time position. This position is responsible for planning, developing, managing and coordinating the front desk operations of the Conway Recreation Center. Duties include: manage, schedule, train and evaluate front desk activities, staff and volunteers; coordinate membership sales, member satisfaction, customer service, facility set-up, tours and perform other work as required.

This position assists with all department programs as needed. Work is conducted under the general supervision of the Parks, Recreation & Tourism Director and is reviewed through periodic conferences and observation.

Minimum Experience and Training: Bachelor's Degree in Business, Parks & Recreation or related discipline required. Applicant must be able to lift at least 50 lbs. Applicant must be dependable. Strong customer service and computer experience is desired. Night and weekend work is required. Must have the ability to understand and follow oral and written instructions. Applicant must possess a valid South Carolina Driver's License or the ability to obtain license prior to employment.

Entry level pay for this position is \$36,821.00.

Interested persons should submit an application to: Lynn S. Smith, Human Resources Director at PO Box 1075, Conway, SC, 29528. Applications may be obtained from the SC Department of Employment & Workforce Center at 200-A Victory Lane, Conway, SC or downloaded from www.Cityofconway.com.

This position will remain open until filled.

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