



## POSITION OPEN

### **PART-TIME ATHLETIC SUPERVISOR PARKS, RECREATION & TOURISM DEPARTMENT Job Posting Date – October 29, 2018**

The City of Conway is seeking a qualified candidate for the position of Part-Time Athletic Supervisor. This position performs technical duties related to the daily operation of athletics; does related work as required. Responsible for enforcing all City of Conway Parks, Recreation & Tourism rules, regulations and policies; maintain order and discipline at athletic or special event sites; perform visual check of grounds, facilities, and equipment noting any irregularities, damage, safety hazards, etc.; report problems daily to supervisor; police grounds and facilities periodically to ensure department rules, regulations and policies are being followed; ensure all equipment is anchored and/or stored properly before opening/closing of athletic or special event sites; assure coaches, scorekeepers, concession workers and referees/umpires are maintaining their responsibilities and assist with their duties if needed; handle conflicts that arise during Conway Parks, Recreation & Tourism events. Work is conducted under the supervision of the Athletic Coordinator and reviewed through periodic conferences and observation.

**Minimum Experience and Training:** High School Graduate or equivalent. Certification in CPR/First Aid and AED required. Must have knowledge of a variety of sports rules and regulations. Applicant must be able to lift at least 50lbs. Applicant must be dependable, have strong customer service skills, outgoing personality and be energetic. 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.

Entry Level pay for this position is \$10.00 per hour.

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 at 200-A Victory Lane Conway, SC or downloaded from the City's website [www.cityofconway.com](http://www.cityofconway.com).

This position will remain open until filled.

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