



**POSITION OPEN**

**RECREATION DIRECTOR  
RECREATION DEPARTMENT**

**Job Posting Date – May 29, 2019**

The City of Conway is seeking a qualified candidate for the position of Recreation Director. This position, under limited supervision, oversees, plans and directs the activities and personnel of the Recreation Department; plans, develops, evaluates, implements, adjusts, and guides programs and facilities to meet the growing and ever-changing recreational needs of residents and visitors; develops annual budgets and maintains accurate accounting of departmental budgets and expenditures; performs other duties as required. Reports directly to the City Administrator.

**Required Education, Training and Experience:** A Master’s degree in Parks and Recreational Management, Public Administration or related field preferred; minimum of five (5) years’ work experience in a similar field including administrative and supervisory components; and, experience in developing, enhancing, and maintaining recreation facilities, programs and activities required; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. The successful candidate must live within the City limits or reasonable proximity or be willing to relocate to inside the City limits within six (6) months of employment. Must possess or obtain a driver’s license valid in the State of South Carolina.

Entry level pay for this position is \$74,936.00 annually.

Interested persons should submit an application and resume to: Lynn S. Smith, Human Resources Director, PO Box 1075, Conway, SC 29528. Applications may be obtained from the SC Department of Employment & Workforce Center at 200A Victory Lane, Conway SC or downloaded from the City’s website at [www.cityofconway.com](http://www.cityofconway.com). The position will remain open until filled.

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