

MAYOR
Alys C. Lawson

MAYOR PRO TEM
Larry A. White



COUNCIL MEMBERS
Thomas J. "Tom" Anderson II
Barbara Blain-Olds
William M. Goldfinch IV
Irby L. Koon
Jean M. Timbes

PARKS, RECREATION AND TOURISM DEPARTMENT

POSITION OPEN

MEMBERSHIP COORDINATOR

Salary Range \$25,587 - \$38,380

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 operation of the new Conway Recreation Center. Duties include: Supervision, scheduling and training of staff; coordinating membership sales, member satisfaction, new member recruitment, public speaking, customer service, facility set-up; tours and performing other departmental activities 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 qualifications: Bachelors degree desired. Degree in Parks and Recreation, Marketing or related discipline is desired. 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 obtain license prior to employment.

Applications are also available online at www.CityofConway.com. Applications and a resume should be submitted to: Foster Hughes, Parks, Recreation & Tourism Director, PO Box 1075, Conway, SC, 29526. Deadline to apply for this position is **Friday, March 9, 2012**.

1515 Mill Pond Road ♦ Post Office Box 1075

Conway, South Carolina 29528-1075

Telephone (843) 248-1740 ♦ Fax (843) 248-1749

www.cityofconway.com