



**POSITION OPEN**

**RECREATION DEPARTMENT  
PROGRAM COORDINATOR**

**Job Posting Date – May 17, 2019**

The City of Conway is seeking a qualified candidate for the position of Program Coordinator. This is a full-time position. This position is responsible for coordinating, developing and managing a wide variety of activities, programs and special events for participants of all ages for the Recreation Department. Duties include: supervision, scheduling and training of staff; coordinating events and activities, access channel and website updates; 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 Recreation Director and is reviewed through periodic conferences and observation.

**Minimum Experience and Training:** Bachelor's degree required. Degree in Parks and Recreation or related field is desired. Applicant must be dependable. Extensive special events experience, program coordination and experience with summer day camps is preferred. Strong customer service and computer experience is desired. Night and weekend work 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.

Entry level pay for this position is \$37,594.00

Interested persons should submit an application and resume to Lynn S. Smith, Human Resources Director, PO Box 1075, Conway, SC 29528. Applications may be downloaded from the City's website at [www.cityofconway.com](http://www.cityofconway.com).

The deadline to apply for this position is 5:00 pm on Friday, May 31, 2019.

**CITY OF CONWAY IS A DRUG FREE AND EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**