

City of Lighthouse Point Job Announcement

Athletic Supervisor

JOB DESCRIPTION

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Enforces safety rules for all recreational leagues during practices and games; prepares all recreational league practice and game schedules; assists with scheduling of officials or volunteers needed for City events; attends all scheduled recreational league practices and games, and supervises coaches, players, and spectator's behavior; inspects all equipment and playing fields; assists with registration of players; assists with all City special events such as concerts and summer camp-before, during, and after the event.

Develops and maintains public relations concerning all aspects of the recreation department with emphasis on customer service by speaking clearly and persuasively in positive or negative situations.

MINIMUM JOB QUALIFICATIONS

Bachelor's degree from an accredited college or university with major course work in recreation or closely related field. Experience in recreation program development, supplemented by a minimum of 1-2 years of supervisory experience. Certified Parks & Recreation Professional (CPRP) with Florida Recreation and Parks Association (FRPA) preferred. Any combination of education, experience and training which provides the required knowledge, abilities, and skills necessary to perform the essential job functions may be considered.

Must possess and maintain a valid driver's license for the State of Florida.

HOURLY WAGE - \$20.35

TO APPLY

To apply, submit a letter of interest and resume to the City Clerk's Office at 2200 NE 38 Street, Lighthouse Point, FL 33064, or email to joh@lighthousepoint.com.

CLOSING DATE – Position open until filled.

CONTACT – Jennifer at 954-943-6500.

The City of Lighthouse Point is a Smoke Free/Drug Free Workplace. The City does not hire individuals who now use or have used tobacco products within the last 12 months. Applicants offered employment will be required to satisfactorily complete a drug screen, a reference check, and may be subject to additional job-related testing and requirements. SFWP/DFWP/EOE/ADA

PLEASE POST THIS NOTICE – Monday, May 15, 2017