



PARKS, RECREATION AND TOURISM DEPARTMENT

**POSITION OPENING
Job Posting Date – December 1, 2014**

PROGRAM COORDINATOR

The City of Conway is seeking a qualified candidate for the position of Recreation Program Coordinator. This is a full-time position. This position is responsible for coordinating, developing, supervising and managing a wide variety of activities, programs and special events for participants of all ages for the Parks, Recreation & Tourism Department. Duties include, but are not limited to: 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 Parks, Recreation & Tourism Director and is reviewed through periodic conferences and observation.

Minimum qualifications: Bachelors degree required. Degree in Parks and Recreation or related field is desired.

The successful candidate must be able to lift at least 50 pounds, be dependable and able to pass a pre-employment physical and drug test. Extensive special events experience and program coordination is required. 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.

Entry level pay for this position is \$34,309.00.

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.
Position will remain open until filled.

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