

## **City of Fulton**

### **Facility Supervisor – Recreation Center**

The City of Fulton is currently accepting applications for a Facility Supervisor-Recreation Center. This position within the Parks and Recreation Department will oversee the day to day operations of a newly constructed, 45,000 square foot, Recreation Center. Duties include, but are not limited to: planning, implementing and supervising a variety of recreational programs and special events, hiring and supervision of part-time recreational staff, facility budget management, marketing and promotions of facility and activities, routine facility maintenance, and policy development and implementation.

Ideal candidate will be highly energetic, possess a positive attitude, be proficient in communicating with the public, be highly organized, have the ability to multi-task, work well under pressure, and be able to provide a high level of customer service. Experience in recreation facility management and general knowledge of recreational programming is required. Employee is expected to carry out assigned duties independently within the framework of established departmental policies and under the general supervision of the Parks and Recreation Director. It is essential to this position to be regularly available during standard business hours as well as night, weekend and holiday hours to meet with staff, facility users and vendors and be present for routine and special events. Knowledge of and demonstrated technical skills in Microsoft Word, Excel, Power Point, Publisher, Outlook and Social Media is required. Ideal candidate will have a minimum of a Bachelor's Degree in Parks & Recreation, Hospitality/Tourism, Sports/Athletic Management, Business Management or related field, plus 1-2 years of progressively responsible professional and supervisory experience in a Parks and Recreation or University Recreation setting as well as current First Aid/CPR certification or the ability to obtain certification within 6 months of employment. Applicants must submit a City of Fulton application and resume prior to December 16, 2020 to Human Resource Director, City Hall, P.O. Box 130, Fulton, MO. EOE. Position will remain open until filled.