



City of Brentwood Employment Opportunity

Position: Recreation Supervisor - Sports

Date Open: Immediately

Closing Date: Until filled

Department: Parks & Recreation

Starting Salary Range: \$44,607.37 - \$50,205.99 DOQ

The City of Brentwood is currently recruiting for the position of Recreation Supervisor - Sports. The purpose of this position is the planning, scheduling, organizing, implementation and supervision of sports programming for the department as well as overseeing oversee the facility reservations for the Brentwood Community Center, park pavilions and external facilities.

Essential Duties and Responsibilities:

- Plan, coordinate, market and evaluate sports and fitness programs for the department; coordinate statistical reports relating to program enrollments and finances.
- Manage daily operations of the City of Brentwood athletic facilities and park pavilions
- Oversee the general facility reservations for the Brentwood Community Center, including scheduling, billing and oversight of the meeting rooms and common areas.
- Manage the daily operations of the Welcome Desk at the Brentwood Community Center.
- Interview, hire, train, schedule, supervise and evaluate Welcome Desk staff.

Minimum education/Experience Requirements:

- Bachelor's Degree in Parks & Recreation Administration or closely related field from an accredited institution or equivalent experience and education.
- Minimum three-years experience in Parks & Recreation, programming and facility management.
- Certification in American Red Cross CPR/AED for the Professional Rescuer and Healthcare Provider and First Aid required within three months of employment.

Preferred Qualifications

- Certified Parks and Recreation Professional (CPRP), preferred

TO APPLY: Please submit a cover letter and resume to:

City of Brentwood, Human Resource Department
2348 S. Brentwood Blvd.
Brentwood, MO 63144

or

Apply online at: <http://www.brentwoodmo.org/jobs.aspx>

Brentwood is an Equal Opportunity Employer