

ASSISTANT DIRECTOR OF PARKS AND RECREATION

The City of East Ridge is accepting applications for the position of Assistant Director of Parks and Recreation. This is a full-time position.

This position is responsible for planning, supervising, maintaining, and evaluating best practices for the day to day facility operations of the Parks and Recreation department to include Camp Jordan Park & Arena, East Ridge Community Center, Pioneer Frontier Park, Dog Park and Splash Pad. The position is also responsible for supervising and scheduling a crew of park employees, spot checking high traffic areas, ordering supplies, setting up and breaking down arena events, to include trade shows, ball tournaments and all rec sports. Lastly, this position manages field operations and project development to include ADA compliance, safety, maintenance of equipment and long-range planning efforts

Qualified applicants must be at least 18 years old; possess a high school diploma or equivalent and possess a valid driver's license. Preferred candidates will have experience working in the field of Parks and Recreation with extensive knowledge of recreation sports and be proficient in the use of computers, Microsoft Office, smartphone texting and apps. Also, candidates must have at least three (3) years supervisory experience in a team environment. Previous experience with employee scheduling is preferred. Applicants must be capable of communicating with co-workers and the public in a helpful, courteous, and professional manner as well as pass a physical and lift 50 pounds. Work schedule is typically Monday – Friday 7:00am – 3:30pm, however we may require nights and weekends when necessary.

Applications can be sent to **Ms. Michelle Sinigaglio, Human Resources Manager, 1517 Tombras Avenue, East Ridge, TN 37412** or MSinigaglio@eastridgetn.gov The City of East Ridge is an Equal Opportunity Employer and Tennessee Drug Free Workplace