



**CITY OF PIGEON FORGE
DEPARTMENT OF PARKS AND RECREATION**

The City of Pigeon Forge, Tennessee is seeking to hire a **Recreation Program Manager**. This position reports directly to the Community Center Manager. The city offers a highly competitive compensation and benefit package.

Description: Activities associated with the job include assisting with the supervision of participants utilizing the community center, planning and conducting recreational programs, and scheduling recreation staff and volunteers for special events and programs, and activities. The Recreation Program Manager will plan, coordinate, and actively participate in and prepare for workshops, classes, special events, after school and summer camp programs, and related recreational activities.

Qualifications: Bachelor in recreation, health physical education, or related field required. Thorough experience with developing and coordinating recreational programs for elementary and middle school age children; knowledgeable of aquatics, games, indoor and outdoor programming including related rules and regulations, thorough knowledge of health and safety regulations governing recreational facilities preferred; strong organizational, interpersonal and decision making skills required; Professional certification within the Tennessee Parks and Recreation Department as set forth by the NPRA certification guidelines preferred. Professional certification in CPR, First Aid and AED for the professional rescuer required (employee has up to three months from the date of hire to acquire certification). Certification as a Lifeguard and/or Water Safety Instructor (WSI) preferred. Must possess a valid Tennessee Driver's License.

Applications can be completed online at <http://cityofpigeonforge.com> under the Human Resources Link. Applications may be picked up at City of Pigeon Forge Community Center, 170 Community Center Drive, Pigeon Forge, TN 37863. **Mail applications to:** City of Pigeon Forge-Human Resource Department, P.O. Box 1350, Pigeon Forge, TN 37868.

Resumes must be postmarked by Friday, September 15, 2017.

The City of Pigeon Forge is an EOE and complies with the ADA and Title VI. Candidate will be subject to a background check, driving history check, and drug testing in accordance with city policy.