

BERRIEN COUNTY JOB OPPORTUNITY

The Berrien County Recreation Department will be taking applications for **Recreation Supervisor** to perform a variety of duties assisting with the overall administration of the programs, operations and facilities of the Recreation Department.

Qualifications and required documentation for this position are as follows:

- Knowledge of the rules and field layout of a variety of sports.
- Knowledge of supervision of youth and adult sports.
- Knowledge of recreation facility and grounds maintenance.
- Skill in supervision, interpersonal relations, oral and written communication.
- Recreation Supervisor Position requires working late evenings during the week and some weekends.

Major Duties:

- Coordinate and supervise sports programs for youth and adult leagues.
- Performs General housekeeping duties at complex and parks.
- Performs routine maintenance and repairs on department equipment and vehicles.
- Attends meetings and Training session as required.
- Experience with youth and adult sports such as baseball, softball, basketball, football, soccer, and numerous sport camps.
- All other assigned tasks.

Minimum Qualifications Required: High School Graduate. Previous experience in the field of public recreation and/or related field. Valid Class C driver's license and a satisfactory Motor Vehicle record (MVR), CPR, and First Aid desired. Pesticide License preferred.

Benefits: medical/dental insurance and personal/sick leave

Deadline for application: February 14, 2025 at 5:00 p.m.

Applications can be obtained and submitted to the Berrien County Commissioners Officer, 201 N. Davis St., Room 198, Nashville, GA 31639.

BERRIEN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER - DRUG FREE WORKPLACE