The City of Pelham Parks and Recreation is currently accepting applications for a full time position of Manager on Duty. This job involves supervising and managing the daily operations at the Pelham Recreation Center including the following.

* Staff Management: Scheduling, Supervision, Training, etc.
* Facility Management: Policies & Procedures, Safety, Reservations, Concession Stand Operations, etc.
* Sportsman Software Management: Membership Accounts, Membership Inquires, Membership Issues, etc.
* Budget: Inventory, Daily Deposit, Purchasing, Invoices
* Marketing: Manage Department Website and Social Media Pages

Potential candidates must have a high school diploma or general education degree (GED) and at least one year of experience working in Park and Recreation and facility management. Bachelor's degree in Parks and Recreation or a related field from a four-year college or university and CPRP certification preferred.

The salary range for this position is $38,202 to $50,945.

Applications are available on the city’s website and can be downloaded (See bottom of the job opportunities section on our website, located at: <https://pelhamalabama.gov/156/Job-Opportunities>). Completed applications should be sent to citymanageradmin@pelhamalabama.gov. The final date to submit applications is Friday, January 10, 2020, at 5:00 PM.

The City of Pelham is an Equal Opportunity Employer and is E-Verify compliant.