

TOWN OF LEWISVILLE

EMPLOYMENT OPPORTUNITY

Community Center Facilities and Programming Manager – The Town of Lewisville, Forsyth County, population approximately 13,392, is seeking to hire a Community Center Facilities and Programming Manager (Community Center Manager). This position will oversee daily operations at Mary Alice Warren Community Center which is a brand new facility for the Town of Lewisville. The Community Center Manager will be responsible for the creation and coordination of programming which will involve working with maintenance staff and volunteers, overseeing recreation activities and programming at the facility and parks, and coordinating rentals and programming to ensure that the reserved space is ready ahead of programs or rental use. This new employee will be an essential member of the team in creating strong and positive relationships with the community. This position will have work on evenings and weekends as needed. The successful candidate should be organized, communicate effectively both verbally and in writing, be able to manage various programs on a computer and capable of learning the operation of the community center's audio video capabilities. This position reports to the Town Manager. Desirable Education and Experience: Graduation from an accredited college or university with a Bachelor's degree in Recreation Administration, Park and Recreation or a related field or an equivalent combination of education and experience. Experience in recreation programming preferred and/or facilities management preferred. Hiring range expected to be between \$39,374 and \$49,500. Starting pay depends on qualifications. This is a full-time 40-hr a week position with weekend, holiday, and evening hours as required. Excellent benefits including but not limited to health, dental, vision, retirement and a 401(k) or 457 plan. Driver's license required. Pre-employment drug screen required. Background check required. Open until filled. Apply by Application to the Town of Lewisville, Attn: Town Manager, PO 547, Lewisville, NC 27023. Applications available by request by calling Town Hall at 336-945-1028 or online at www.lewisvillenc.net. EEO/ADA Employer.