



CITY OF PINE BLUFF

DEPARTMENT OF HUMAN RESOURCES

JOB ANNOUNCEMENT

Community Center Director

Department: Parks	Status: Permanent/Full Time
Annual Salary: \$35,402	Available Positions: 1

Application Process:

Applicants should apply at City Hall, Room 104, Department of Human Resources by 5:00 p.m. on the closing date. Applicants may also download a copy of the application at www.cityofpinebluff.com

Until Filled

Department of Human Resources 200 E. 8 th Avenue, Room 104 Pine Bluff, AR 71601	Office (870) 730-2038/ FAX (870) 730-2157 Office Hours: Monday-Friday: 8:00 a.m. – 5:00 p.m.
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ESSENTIAL JOB FUNCTIONS: The Community Center Director plans and implements programs, including summer programs, demonstrates, teaches and leads recreational activities and develops grants to support the program. The Community Center Director develops and maintains the budget, coordinates with other organizations to develop plan for usage of gym time, rents facility for events as needed, attends various meetings as needed and performs any other related duties required or assigned.

ACCEPTABLE EXPERIENCE AND TRAINING: Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. equivalent to a four year college degree, plus 3 years related experience and/or training, and 2 years related management experience or equivalent combination of education and experience. Must have thorough knowledge of planned community-wide recreational activities, an extensive background in arts & crafts, competitive sports and social activities, must work with the public, and write and submit grants to enhance programs.

The CITY OF PINE BLUFF is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices on the basis of race, sex, age, religion, national origin or physical or mental disability.