This is a supervisory position involving the use of mature judgment, administrative ability, organizational skills, communication skills, ability to relate, lead, and get along with people of all ages from children through senior adults. The Assistant Recreation Director will be responsible for maintaining and running the pool, swim lessons, and lifeguard training and schedules for summer pool activities. As well as year-round development, planning, and implementation of programs and special events. Does related office work as required. **PREFERRED QUALIFICATIONS:** College degree in Recreation Management, Sports Management, or related field, or 4 years of equivalent recreation experience. The Assistant Recreation Director should have thorough knowledge of the principles, theories and practices of recreation programming and public facility management. Excellent computer, organization and communication skills are desired, as well as knowledge of sports/recreational programming. **REQUIRED CERTIFICATIONS (Will provide training for the right applicant if certification is needed):** (CPO) Certified Pool Operator, Certified Lifeguard, Certified Water Safety Instructor.

This position will report directly to the Parks & Recreation Department Director, and will be expected to serve in an acting capacity any time the Director is unavailable. This position offers a great benefits package that includes: health insurance, retirement plan, paid holidays, vacation and sick time. Salary is to be determined based on experience and education. If you have the skills, motivation and experience for this position, application and resume should be sent to: Town of Fort Fairfield, ATTN: Personnel Director, 18 Community Center Drive, Fort Fairfield, Maine 04742. Applications will be accepted until position is filled.

Applications may be obtained from the Fort Fairfield Clerk’s Office, 18 Community Center Drive or website (www.fortfairfield.org)

The Town of Fort Fairfield is an equal opportunity employer.