

**PURPOSE AND SCOPE:** To assist the director with programs, operations, and marketing of the Rouzie Rec Center and Pool, Campground, Ball Parks, and Park systems. Forty hours per week position with benefits, under the supervision of the Director of Bowman Parks and Recreation.

**RESPONSIBILITIES:**

- Budget: Assist with program budget preparation.
- Harvest: Assist with harvest of campground, pop, candy, and change machine according to internal control policies.
- Front Desk: Assist with the hiring, training, and scheduling of front desk staff. Perform duties while working shifts at front desk as necessary.
- Programming: Assist with programming duties:
  - Pool: Assist with hiring, training, supervising, scheduling of lifeguards and swim lessons, and customer communications with the pool, as well as CPO.
  - Programs and Events: Set up concessions for games and maintain food inventory as necessary, assist with uniform inventory for youth basketball and volleyball, train front desk staff on event equipment set up. Assist with official scheduling for football, basketball and volleyball.
- Marketing: Assist with the marketing plan; use a variety of media to advertise programs and events to the public.
- Assist with grant writing.
- May be requested to oversee operations and personnel in the absence of the Director.

**SUPERVISION:**

Shall assist with the hiring, training and scheduling of part-time and seasonal employees as assigned, including coaches, officials, pool staff, front desk staff, and concessions staff.

**EDUCATION AND EXPERIENCE:**

Prefer a bachelor's degree in Business, Recreation, or Education, knowledge of a variety of sports programs and equipment, computer experience, and minimum of 2 years of work experience. Philosophy of youth programs shall be in agreement with the Bowman Parks and Recreation Youth Sports Policy.

**REQUIRED KNOWLEDGE OF:**

- Park Board policies and procedures
- Federal, State and City safety rules and regulations

**CERTIFICATIONS:**

- Valid North Dakota Driver's License, Prefer Class A Passenger Endorsement
- First Aid/CPR Certification upon 90 days of employment
- CPO Certification upon employment may be required

**HOURS OF WORK:**

This is an exempt Regular Full-time position of 40 hours per week, depending on programs, events, and assignments, weekend and evening work is expected on occasion.

**PHYSICAL REQUIREMENTS:**

Work is performed indoors and outdoors; required to perform moderate physical work, and lift and carry up to at least 50 pounds at times.

**Advertisement:**

Program Assistant: To assist the director with programs, special events, operations, and marketing of the Rouzie Rec Center and Pool, Campground, Ball Parks, and Park systems. This is a 40 hour per week position with benefits. Weekend and evening work shall be expected on occasion. For a Complete job description, please contact by email. Salary Range \$30,000-40,000 plus benefits depending on qualifications and experience. Submit an application, cover letter, and resume to [Bowmanparksandrec@gmail.com](mailto:Bowmanparksandrec@gmail.com) or mail to PO Box 112, Bowman, ND 58623.