



Part-Time Program Supervisor

The Town of Pembroke currently has an opening for a Part-Time Program Supervisor for Parks and Recreation Department.

Desirable Education and Experience:

Any combination of education and experience equivalent to graduation from high school and considerable experience in supervision and maintenance. Percentages of time spent working in recreational facilities, grounds/parks and building and other related facilities, varies depending on seasonal and other workload priorities. Employees are subject to working in inside and outside environments, in extreme cold and hot weather. Position responsible for opening and closing of facilities owned by the town and local businesses. Incumbent leads and provides onsite supervision of athletic programs to the youth/ coaches and parents. Responsible for setup and breakdown of equipment, minor maintenance of athletic fields such as prep for games and practice. General cleaning of restrooms duties and trash removal. Assist with clerical duties, registration-answering phones and assisting customers with questions. Filling in from time to time as a coach until a coach is appointed. Scorekeeping and officiating when needed. Ability to communicate effectively with public. Ability to work independently on assigned projects or task. Ability to perform manual labor requiring continuous physical effort. Work is performed under the regular supervision of the department director and is reviewed through observation and discussion and for quality. Workday / hours will be the following: Monday - Thursday (5P - 9:15P) with occasional Friday, Saturday (8:00A - 2P).

Compensation and Application Process:

Hourly Rate: \$12.00 / hour - Applications forms may be obtained online at www.pembrokenc.com/hr or in person at 100 S. Union Chapel Road, Pembroke, NC. Applications should be submitted via email to amira@pembrokenc.com or in person at 100 S. Union Chapel Road, Pembroke, NC.

Deadline for Application: Open until filled.

The Town of Pembroke is an Equal Opportunity Employer.