

PARKS SUPERVISOR

Lackawanna County is seeking a Parks Supervisor to assist in the daily operation of the County Parks and Recreation system.

Responsibilities include:

- Logistical planning for recreational and community events within the parks
- Schedule community use of recreational facilities
- Implement park policies and procedures
- Prepare performance reports on recreation programs
- Work with community groups on recreational program development
- Coordinate with coaches and clinicians on the daily operation of recreational programming
- Computer data entry of parks and recreation

Successful candidate must possess a Bachelor's Degree in a related discipline or equivalent work experience. Must be proficient in Microsoft office products – Word, Excel and Outlook. Individual should also possess excellent organizational skills, a demonstrated ability to effectively communicate with others, and the ability to prioritize work and meet deadlines.

Please submit your letter of interest and resume to:

Deputy Director for Human Resources
Lackawanna County Administration Building
200 Adams Avenue
Scranton, PA 18503

Email: pearsonn@lackawannacounty.org

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