Seeking a qualified candidate for the position of:

ASSISTANT DIRECTOR
OUTDOOR RECREATION PROGRAM
KEESLER AIR FORCE BASE, BILOXI, MISSISSIPPI

FULL TIME (40+ hours /week), PAY: $15 - $18 per hour, plus benefits

OVERVIEW: Serves as the Outdoor Recreation (ODR) department Assistant Director and assumes responsibility for operational oversight of department in the absence of the Director. Performs and/or assists in the operation, maintenance and administrative support for ODR activities to include base campground, pool, paintball, outdoor equipment rental, vehicle storage area, pools, on-base parks, disc golf course, and ODR programs such as R4R and more. This position is a full-time employee of the United States Air Force.

OUTDOOR ADVENTURE PROGRAM: Serves as Outdoor Recreation Adventure Programmer. Within established policies and objectives; plans, develops, coordinates, and conducts a variety of recreation clinics and trips in support of a large outdoor adventure program with program operating budget of $120,000 annually. Schedules, publicizes and promotes various clinics, trips and other activities. Organizes staff and volunteer trainings and tracks trip leader qualifications and scheduling.

OUTDOOR RECREATION OPERATIONS: Provides advice and guidance to employees for work assignments, relays instructions from management in all areas of ODR, sets the work pace and ops tempo; and ensures site materials and tools are available to repair and perform preventative maintenance on equipment as needed. Ensures facility is always clean and organized, documents significant occurrences, and opens/closes the facility as required. Leads a staff of 15 Recreation Assistants/Aids; assigns and reviews their work. Plans work schedules, determines performance objectives and rates performance. Develops, budgets, markets cost effective programs and services that meet customer needs.

QUALIFICATIONS:

Must have experience in responsible administrative or office work which includes demonstrated ability to perform common arithmetic problems, making change when receiving payments from customers, the receipt, disbursement, examination, deposit or other processing of cash items, including (1) direct handling of cash items, and (2) use of cash accountability control methods. Must have ability to communicate both orally and in writing and possess skill in dealing with the public. Must have specialized experience working in an Outdoor Adventure Recreational Activity to include knowledge of equipment, rules and procedures in that area are required. Certifications in Wilderness First Responder, Leave No Trace, and American Canoe Association are desirable. Completion of a bachelor’s degree in recreation management or a closely related field, is highly desirable. Must have knowledge of federal, state and local safety regulations; e.g. boater safety and camping safety. Experience and familiarity with Microsoft Office software programs to include Word, Excel and Power Point, are highly desirable. The work requires physical exertion and the incumbent must be able to bend, stoop, and lift items weighing up to 40 lbs. A valid driver's license is required. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI). THIS IS A DRUG TESTED POSITION. The incumbent is subject to random testing for drug use. Successful completion of a National Agency Check with Inquiries (NACI) required.

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For questions or concerns call: 228-377-2386