

**Job Title:** Recreation Director

**Closing Date:** 24 July, 2006

**Location:** American Employees Welfare Association (A.E.W.A), U.S. Embassy Kuwait

### Job Description

**Industry:** Recreation

**Job Type:** Recreation Director

**Job Status:** Part-time

**Hours/Shifts:** Flexible up to 40 hours  
depending on activities

**Salary Range:** USD \$12.00 - \$14.00

### Job Duties

- Develop a broad ranged recreation program for the Association members and embassy community, utilizing embassy recreation facilities and equipment.
- Liaises with the Community Liaison Officer (CLO) regularly to coordinate activities for members.
- Responsible for supervision of Lifeguard/Swim Instructor staff.
- Assist at AEWA Happy Hours per scheduled recreation events and activities.
- Provide monthly recreation reports to the AEWA board and manager on program progress & plans.

### Qualifications and Experience

#### Qualifications:

- HS graduate over age 18 with some college
- **Red Cross certified as a lifeguard or is able to obtain certification within 90-day probationary period**

#### Knowledge and Experience

- At least one year of experience planning recreational events for children or adults. Three to six months experience in a supervisory or team leader position is beneficial.
- Must work well with children of all ages
- Must possess strong interpersonal, managerial, and organizational skills
- Experience working with MS Office, Excel, Publisher, and Word programs

**Application Procedure:** Please email your CV to [aewa@qualitynet.net](mailto:aewa@qualitynet.net) or fax to 259-1971 along with a scheduled plan of activities and programs you would implement if chosen for the position to the contact listed in this advertisement by noon on July 24, 2006.