

Job Title: Recreation Director

Closing Date: April 10, 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 Social Events 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

Contact: Tessa Ikdal

Email: aewa@qualitynet.net

Phone: (965) 259-1699

Title: AEWA Manager

Address: Block 14, Masjed Al-Aqsa St., Bayan, Kuwait

Application Procedure: Please email your CV 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 April 10, 2006.