

# MWR Foreman

## Job Number: DOS0032

### Description

As a MWR Foreman we offer you the opportunity to work on challenging, exciting, and substantive MWR operations assignments to support the deployed personnel. You will be responsible for oversight of coordination of activities required to operate Morale, Welfare, and Recreation(MWR) facilities.

### Responsibilities:

- Oversee day-to-day operation of MWR facilities and manages MWR attendants/technicians.
- Plan, and assign work of host country national attendants in MWR facilities.
- Ensure proper maintenance and basic technical support for all MWR facility equipment.
- Oversee weekly maintenance on all MWR equipment.
- Establish and maintain a preventive maintenance schedule for all MWR equipment.
- Monitor and organize the use of MWR facility computers, phones, and other office equipment
- Arrange maintenance and provides very basic technical support for MWR facility computer hardware and software
- Maintain monthly health bulletin boards and educational materials
- Provide management assistance.
- Perform other such duties as may be directed by the MWR Manager

### Knowledge and Skills:

- CPR and first aid certification (preferred)
- Exercise Science (preferred)
- Health and Fitness
- Fluency in the English language with the ability to effectively communicate
- Must pass English proficiency test

### Experience:

- Typically, four (4) years experience involving the coordination of organized team sports, recreation club activities, and social event scheduling. MWR Armed forces experience preferred.

### Education:

- High School Diploma or equivalent.

### Physical Requirements:

- Living and working conditions at the assignment could be remote and uncomfortable. Long hours, exposure to weather and hazardous conditions.
- You are required to have the ability to move on short notice and under adverse conditions.
- You are required to have the ability to travel domestically and internationally

To apply for this job please send your resume to [Dawn.Toro@hrsslc.net](mailto:Dawn.Toro@hrsslc.net)