

## **MWR Supervisor**

### **Job Number: DOS004J**

Supervises the coordination of activities required to operate Morale, Welfare, and Recreation (MWR) facilities

#### **Principal Accountabilities:**

- Supervises day-to-day operation of MWR facilities and manages MWR attendants/technicians and Foremen.
- Plans, and assigns work of attendants in MWR facilities
- Supervises the monitoring and organizing of the use of MWR facility computers, phones, and other office equipment
- Supervises the arrangements of maintenance and provides very basic technical support for MWR facility computer hardware and software
- Supervises the maintenance of monthly health bulletin boards and educational materials
- Provides management assistance.
- Minor repair of gym equipment

#### **Knowledge & Skills:**

CPR and first aid certification is preferred  
Exercise Science  
Health and Fitness  
Read, write and speak English  
Must pass English proficiency test

#### **Physical Requirements:**

Living and working conditions at the assignment location could be remote and uncomfortable. Long hours, exposure to weather and hazardous conditions. Personnel should be aware of moving on short notice and under adverse conditions.

#### **Experience:**

Typically, five (5) years experience involving the coordination of organized team sports, recreation club activities, and social event scheduling. MWR Armed forces experience preferred. Two (2) years in a supervisory role preferred.

#### **Education:**

High School Diploma or equivalent.

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