



CITY OF ALVA

415 4th Street
Alva, Oklahoma 73717
(580) 327-1340
Fax: (580) 327-4965

The City of Alva is currently seeking to fill the position of Assistant Alva Recreation Center Supervisor.

Job Duties

Under the general supervision of the ARC Supervisor, assists with professional duties consisting of, but not limited to planning, developing, coordinating, implementing, and supervising staff and works, along with development and implementation of programs offered at the Alva Recreation Park Complex.

Qualifications

The successful applicant possesses a high school diploma or GED equivalent; must be able to pass all written and physical agility testing. The applicant must have or obtain an Oklahoma State Driver's License at time of appointment; have a good driving record; pass a background investigation; Must be able to obtain first aid and CPR Certification within six (6) months of employment; and must be able to obtain certifications as needed for position.

Benefits & Application Information

Salary is dependent upon qualifications. Other benefits include health insurance, retirement program, nine holidays per year, birthday off with pay, paid vacation after first year and paid sick leave. An application and a complete job description is available at 415 4th Street, Alva, OK and will be accepted until the position is filled. The City of Alva is an Equal Opportunity Employer.