



CAREER OPPORTUNITY

Job Title: Recreation Center Director
Department: Human Resources
Reports To: Director, HR

ABOUT WELLS & ASSOCIATES, LLP

Wells & Associates, LLP, is based in Stroudsburg, Pennsylvania, with corporate offices in East Stroudsburg, Pennsylvania. The company began in 2013 and specializes in leisure products that make our free time better, including electronics, camping gadgets, apparel, games, apps, and more. President and CEO is Dr. Holly Wells. Wells & Associates was awarded Best Local Business by the Pocono Bee in 2016 for hiring local college graduates and giving back to the community through service projects and philanthropic giving. Learn more at www.wellsllp.com.

Position Overview

W&A seeks a Recreation Center Director to manage the recreation center at the Stroudsburg corporate campus, which is in the process of being built and will be operational by April 2018.

General Responsibilities

Developing and implementing an annual recreational program that is developmentally appropriate and meets the needs of all age groups and that will foster positive socialization and empowerment as well as the physical, cognitive, and emotional well-being of all program participants.

Ensuring that appropriate recreational services are available for employees with special needs, wither within existing curriculum or through service linkages.

Maintaining a safe and healthy environment for all participants in recreational activities.

Providing ongoing, focused supervision of all staff through the facilitation of regular recreation staff meetings and individual supervision of all recreation staff.

Developing a budget for the recreation department including basic minimal operational needs, new needs, and "wish lists."

Qualifications

- Bachelor's degree in Recreation Services, Exercise Science (with Business coursework), Health Education (with Business coursework), Sport Management, or related field.
- Strong organizational skills

WELLS & ASSOCIATES, LLP | MAKING RECREATION FUN AGAIN

200 PROSPECT ST. | EAST STROUDSBURG, PA 18301

www.wellsllp.com



- Strong oral and written communication skills
- Computer literacy

Salary and Benefits

- \$40,000/year + competitive benefits package

How to Apply

Please address cover letter to the following: Dr. Holly Wells, President and CEO

All application materials should be submitted via our D2L Dropbox submission system.

Only qualified individuals being considered will be contacted for an interview.

WELLS & ASSOCIATES IS AN EQUAL OPPORTUNITY EMPLOYER

WELLS & ASSOCIATES, LLP | MAKING RECREATION FUN AGAIN

200 PROSPECT ST. | EAST STROUDSBURG, PA 18301

www.wellsllp.com