

**EMPLOYMENT OPPORTUNITY
U.S. EMBASSY RECREATION ASSOCIATION
AMERICAN EMBASSY, RIYADH**

<u>JOB TITLE:</u>	USERA Recreation Manager
<u>HOURS:</u>	Full Time, 40 to 60 hours per week including evenings and weekends.
<u>SALARY:</u>	Non-hourly (salaried) based on qualifications. U.S. taxes will be deducted if applicable.

The United States Embassy Recreation Association (USERA) is seeking a qualified candidate, U.S. Citizen or other nationality, for the position of USERA Recreation Center Manager reporting to the General Manager of USERA, Riyadh. This contract is for one year. The successful applicant will oversee the daily operations of the USERA Recreation Center for USERA membership. The following is a summary of the basic duties, responsibilities and qualifications required for the position.

MAJOR DUTIES AND RESPONSIBILITIES:

- Daily management of the USERA Recreation Center
- Planning and budgeting activities and events at Annex and all USERA facilities
- Promoting activities for USERA members
- Attending activities to ensure proper implementation
- Overseeing fitness-center operation
- Marketing, organizing and selling memberships
- Managing all employees assigned to Recreation Center
- Supervising instructors, assisting in the organization and planning of various classes, sporting leagues and special events
- Overseeing subcontracts of the Little League Baseball Field and Softball Field
- Operate Computer Lab
- Operate Gift Shop
- Coordinating and submitting work orders for maintenance of facility
- Preparing and submitting daily sales receipts and reports
- Assisting GM in other areas of USERA as needed
- Other duties as assigned at all USERA facilities and events

DESIRED QUALIFICATIONS

- Must be able to work effectively with a wide variety of individuals, including members, subcontractors and coworkers.
- Must possess good organizational skills.
- Must be flexible and pleasant and enjoy working with people.
- 3 to 5 years of experience planning and implementing recreation activities
- Bachelors Degree in Business Administration/Marketing desired

APPLICATION PROCEDURE:

- Applicants should submit a current resume with cover letter to the USERA office located at the U.S. Embassy by close of business Sunday, 30 December 2012.