

JOB LOCATION: WASHINGTON, DC
TITLE: [Associate Director of Sports and Recreation](#)
DEPARTMENT: Sports and Recreation Program
SUPERVISOR: Director of Sports and Recreation

GENERAL DESCRIPTION: Responsibilities include managing the Billiards and Bowling program and to provide management support for activities of the Sports and Recreation Program. Associated responsibilities are to work with appropriate PVA staff, consultants and other agencies and organizations to accomplish the objectives of the program.

REQUIREMENTS: Successful candidate will possess a minimum of three years experience in managing and/or providing operational support for sports programs, including familiarity with programs, services and operations of national wheelchair sports and recreation organizations. An undergraduate degree and/or equivalent experience are required. The candidate will have experience in the use of computerized database management information services and the production of registration, promotional and marketing materials. Excellent written and oral communications skills are essential. The candidate will also be proficient in Microsoft Office Suite programs; able to travel as needed; possess familiarity with marketing and sponsorships; and be a team player.

CLOSING DATE: September 16, 2008
