

TOWN OF FARMVILLE

PO Box 86 / 3672 North Main Street
Farmville, North Carolina 27828-0086
OFFICE: 252-753-5774 / FAX: 252-753-2963

PARKS AND RECREATION PROGRAM COORDINATOR

POSTED: Internal/External

POSTING DATES: January 18, 2019 until filled

Starting Salary: \$34,413.60

DEPARTMENT: PARKS & RECREATION

BASIC FUNCTION AND JOB REQUIREMENTS

Provide support to the Parks and Recreation Director in the areas of planning, developing and coordinating the operations and maintenance of municipal parks, educational and athletic programs, special events and special services for citizens of all ages. Work also includes the formulation of departmental policies and procedures as well as the execution of programs and services. Supervision is exercised over recreation and sports instructors, officiating personnel, coaches, concession stand workers and field maintenance workers. Work requires extensive public contact with private groups, civic organizations, Town officials, and the general public in the promotion, development, and maintenance of parks and recreation programs. Work is performed under the general supervision of the Recreation and Parks Director and is reviewed through periodic conferences, reports, and results obtained.

ESSENTIAL DUTIES AND TASKS

- Schedules or assists in scheduling athletic and other recreational programs
- Assists in planning and implementation of various athletic assessments and drafts
- Monitors and enforces program safety rules and procedures
- Performs athletic field preparation
- Serves as department liaison at scheduled athletic events and programs
- Performs light maintenance and general cleaning.
- Completes daily and weekly checklist
- Removes trash and litter from athletic fields and park facilities
- Provides department information and materials to citizens, or refers to appropriate person
- Enforces Town of Farmville policies and park-specific rules and regulations
- Adheres to and promotes safe practices to avoid injury to others and self
- Ensures equipment is in proper operation and perform minor troubleshooting and maintenance
- Performs other related work as assigned

Knowledge, Skills, and Abilities

- Thorough knowledge of programs, laws, and processes required in municipal recreation and administration.
- Thorough knowledge of the principles and methods of parks and recreation planning and development.
- Thorough knowledge of safety hazards/liabilities associated with parks and recreational programming & facilities maintenance.
- Considerable knowledge of land use ordinance and resulting recreational and parks needs
- Working knowledge of effective supervisory principles and practices, budgeting, purchasing and personnel policies and procedures and applicable personnel laws and regulations.
- Working knowledge of computer hardware and software
- Ability to develop and maintain effective relationships with local officials, the general public, and employees and to communicate effectively in oral and written forms.
- Ability to write policies, grants, and reports supporting the programs and activities of the department and successfully market parks and recreation programming.

EDUCATION & EXPERIENCE

Graduation from an accredited college or university with Bachelor's degree in recreation management, physical education, or a related field. Three (3) to five (5) years of increasingly responsible experience in a municipal parks and recreation program or serving in a capacity overseeing athletics and recreation programming to children, youth, and adults or all ages.

SPECIAL REQUIREMENTS

Must have a valid NC Driver's License. Certified in First Aid, CPR and AED – or ability to obtain within probationary period. Selected applicant will be subject to a criminal background, driver license check and drug testing.

Applications will be accepted at Farmville Town Hall until the position has been filled. You can also apply at www.farmvillenc.com.

The Town of Farmville is an Equal Opportunity Employer.

POSTED BY: Cindy Thomas

DATE: January 18, 2019

If you have questions concerning this position, call 252-753-5774, Monday through Thursday, 7:30 am – 5:30 pm. Friday, 8 - 12

NOTE: Town employees interested in applying for posted vacancy may submit an application to Town Hall.