

Aquatics Coordinator

\$35,477 / year or higher DOQ + [Full-Time County Benefits](#).

James City County Parks and Recreation seeks an individual to perform experienced work in the area of pool and spa management, and the planning, development, supervision, management, and evaluation of aquatic recreation programs, classes, and activities for all groups, ages, and interest levels and special populations within the County.

Responsibilities:

- Supervise assigned staff and volunteers including selection, performance management, employee relations, training, prioritizing and assigning work and related activities.
- Coordinate and manage multiple, year-round recreation programs, associated leagues, and events; coordinate programming opportunities with division staff, volunteers, instructors, and partner organizations.
- Prepare, develop, and monitor the annual budget, performance measures and statistics, program and service evaluations, marketing efforts, and other daily administrative functions for the Aquatics Program.
- Serve as primary contact and liaison to County staff and community partners for training and best practices in assigned program area; may represent the department on interagency councils, committees, community agencies, and groups.
- Responsible for the daily aquatics operations to include the coordination of maintenance, cleaning and inspecting of pool and spas, reservations, programs, events, and fiscal transactions; ensure aquatics operations are in accordance with County safety policies and procedures and specific regulations that pertain to unique amenities.

Requirements:

- Any combination of education and experience equivalent to a Bachelor's degree in recreation or related field; and, considerable experience in community recreation program planning, design, implementation, and evaluation; leading and supervising diverse staff and volunteers; and, experience in facility management.
- Must possess, or obtain within 6 months of hire, a Certified Pool Operator Certificate from the National Swimming Pool Foundation; American Red Cross Lifeguarding, Lifeguarding Instructor, Water Safety Instructor, and Water Safety Instructor Trainer certifications preferred.
- Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Must possess or obtain within 6 months of hire certification from the American Red Cross in CPR and First Aid.
- Knowledge of varying types of demographics and associated needs; principles and practices of recreation administration and supervision; the principles and methods of program planning and evaluation; stages of growth and development and safety and health practices of varying age groups and abilities; knowledge of recreation and program procedures according to industry standards; knowledge of leadership techniques; and, knowledge of principles and processes for providing customer service.
- Skill in use of computer software, especially Microsoft Office Suite; excellent customer service; and, written and oral communication.
- Ability to work effectively in a team setting and with children, families, staff, and community partners and contacts; establish and maintain effective working relationships with coworkers and participants; solve complex problems and work efficiently and effectively.

Advertisement Reopened 06/16/2017, previously closed on 05/26/2017.

Accepting applications until positions are filled. Only online applications to our website will be considered. To apply and view full job description, please visit the James City County Career Center at jobs.jamescitycountyva.gov.

Shelver Clerk

\$9.55/hour; on-call positions available. Varied schedule includes mornings, afternoons, evenings, weekends and alternates between James City County Library and Williamsburg Library.

Responsibilities:

- Check in books and other library materials on automated system
- Sorts and shelves library materials
- Keep library shelves and other areas in orders
- Some clerical duties

Requirements:

- Must possess high school diploma or equivalent
- Some public library job experience preferred
- Ability to lift up to 50 pounds and push book carts filled with library materials

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