

Pittsylvania County is seeking a Recreation Program Coordinator to direct and manage the day-to-day operation of the department's community center including program development and promotion, part-time staff and recreational activities; performs administrative work planning, organizing and coordinating athletic programs; provides assistance as needed with general maintenance of community center and athletic facilities; does related work as required. Work is performed under supervision of the Director of Parks and Recreation. Supervision is exercised over volunteers, coaches, game officials and part-time staff.

Education and Experience: A four-year bachelor's degree is preferred from an accredited college or university with major course work in parks and recreation administration or a related field or any equivalent combination of training and experience that provides the required knowledge, skills and abilities. Experience in parks and recreation administration and some experience in parks and recreation maintenance. Knowledge of computer programs including Microsoft Excel, Word, Outlook, Facebook, Instagram and Twitter.

Salary/Benefits: \$37,263 - \$61,485/DOQ; Summary of County benefits (medical, dental, vision, VRS, life insurance, vacation & sick leave, holiday pay; additional supplemental benefits are available).

Certifications and licenses: Valid driver's license with acceptable driving record. Successfully pass criminal background check and drug test.

DEADLINE: First review May 30, 2018. Open until filled.

TO APPLY: Go online to: <https://www.pittsylvaniacountyva.gov/jobs.aspx>

or Download Application; include resume and cover letter, mail to:

Pittsylvania County

Attn: Human Resources

PO Box 426

Chatham, VA 24531

Or

You may pick up or drop off an application by visiting the Human Resources Department at the Pittsylvania County Administrator's Office located at 1 Center Street, Chatham, VA 24531.

Equal Opportunity Employer

BUSINESS SAVVY. PEOPLE FRIENDLY.

Lisette Jordan, Human Resources Manager
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