



SURRY COUNTY JOB OPPORTUNITY

Surry County is seeking an Athletic Coordinator for the County Parks and Recreation Department. Work will be performed under the supervision of the Director of Parks and Recreation and will include the following typical tasks:

Performs intermediate skilled technical and administrative work planning, organizing and supervising athletic events. Recruits and supervises officials, directs athletic field and facility maintenance and repair, maintains records and files, and related work as apparent or assigned. Continuous supervision is exercised over part-time employees, game officials and volunteers.

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes, supervises and directs a variety of indoor and outdoor athletic events and team sports for all age groups, evaluates programs and activities, plans, organizes and promotes special and holiday events, coordinates and oversees daily activities for summer camp and plans trips for camp participants;
- Resolves problems and disputes among participants and officials, enforces rules and regulations, maintains order and discipline, ensures compliance with established policies and procedures and updates policies and procedures as necessary;
- Evaluates, creates and updates rosters, game and practice schedules for athletic programs;
- Accepts and processes registrations for classes and facilities use, maintains records of attendance, receives and accounts for various revenues and makes deposits;
- Recruits, trains and assigns coaches, scorekeepers, time keepers and other part time and volunteer personnel;
- Opens and closes various facilities, inspects facilities and grounds for cleanliness and hazardous conditions and secures facilities for games and practices;
- Maintains facilities and grounds including cutting grass, dragging infield, painting lines, etc. and performs general daily maintenance tasks including trash removal and event set-up and break-down;
- Orders uniforms, equipment, trophies and supplies needed for programs and activities, inventories athletic equipment and ensures proper maintenance and storage;
- Prepares and distributes promotional flyers and quarterly booklets for County programs and events, performs social media marketing and maintains contacts with various community groups and organizations; and
- Other duties as assigned.

MINIMUM QUALIFICATIONS TO PERFORM WORK:

Associates degree in physical education, parks and sports management, or related and moderate experience in recreational programming or equivalent combination of education and experience is required. Four (4) years of experience supervising community or group recreation activities and staff. The successful candidate will have the ability to follow oral and written instructions. Applicants must have a valid **driver's license in the Commonwealth of Virginia.**

Surry County Administrator's Office
Attention: HR Department
45 School Street
Surry, Virginia 23883
(757) 294-5271

Application forms can be obtained from the County Administrator's Office located in the Surry County Government Center at 45 School Street in Surry, Virginia or downloaded from the county's website at: www.surrycountyva.gov. The Government Center is open 9:00 a.m. – 5:00 p.m. Monday – Friday except holidays.

**SURRY COUNTY IS AN EQUAL
EMPLOYMENT OPPORTUNITIES EMPLOYER**