

Assistant Recreation Supervisor

\$15.76 / hour + [Part-Time County Benefits](#). Part Time Positions Available (Up to 28 hours per week).

The James City County Parks and Recreation Department is seeking responsible individuals to assist with the supervision of a comprehensive Before and After School program for children, which include daily program schedule planning, activity leadership, record keeping, and acting as site supervisor in the absence of the Recreation Supervisor.

Must demonstrate the ability to work in a team environment and organize and conduct a variety of fun activities such as sports, games, and arts and crafts for children ages 5-14. Must be able to establish and maintain effective working relationships with staff, children, parents, and school officials. Position requires supervisory experience, considerable knowledge of child growth and development, and experience working with children in a recreational, educational, or state licensed day care program setting. Requires any combination of education and experience equivalent to a minimum of 48 semester hours of college credit coursework or a bachelor's degree in Recreation, Education, Childcare, or related field preferred; Childcare certificate or credential is also accepted from a state licensed approved program; and some experience working with children of different ages and abilities, preferably in a recreational, state-licensed, or educational setting; supervisory experience preferred. Must possess and maintain a valid Virginia driver's license and an acceptable driving record. Work schedule times may vary depending on site placement.

The average work schedule is Monday - Friday from 7:00am-6:00pm. Staff may be asked to work 6-8 hr shifts each day, but not to exceed 28hrs per week. Work hours may include occasional day, evening, or weekends. Post-offer fingerprints, sex offender and Child Protective Services registry checks conducted. Drug screen and tuberculosis test required.

[Click here](#) for full job description. Accepting applications until position is filled. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>