

## **Program Coordinator – Sports & Athletics/Outdoor Programs)**

\$42,734 / year or higher DOQ + [Full-Time County Benefits](#)

James City County Parks and Recreation Department is seeking an enthusiastic individual with high professionalism and ability to work in a team environment in the planning, development, supervision, management, and evaluation of comprehensive county-wide sports & athletics and outdoor camps, classes, events and activities for families and individuals of all ages. Work schedule is generally Monday – Friday, 40 hrs./wk. between the hours of 8 a.m.-5 p.m. to include some early mornings, late evenings, and weekends.

There are three levels of Program Coordinator distinguished by the level of work performed and the qualifications of the employee.

Program Coordinator I: \$42,734 / year or higher DOQ

Program Coordinator II: \$45,704 / year or higher DOQ

Program Coordinator III: \$48,903 / year or higher DOQ

### **Responsibilities**

- Coordinates and manages year-round sports & athletics and outdoor classes and camps as well as associated leagues and events.
- Hires, supervises, trains, and evaluates multiple part-time staff and volunteers.
- Serves as a primary contact/liaison to County staff and community partners, and training resource for matters pertaining to sports and outdoor programs and best practices in recreational settings.
- Prepares, develops and monitors annual budgets, performance measures and statistics, program and service evaluations, marketing efforts and other daily administrative functions.

### **Requirements**

- Any combination of education and experience equivalent to a Bachelor's degree in recreation, sports management, or related field, preferably from a National Recreation and Parks Association (NRPA) accredited college or university; and, considerable experience in sports & athletics and outdoor class and camp program design, league and event planning, community recreation program planning, implementation and evaluation, and leading and supervising diverse staff and volunteers.
- Must possess or be able to obtain within 30 days of hire, a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Must possess or obtain within 60 days of hire a Cardiopulmonary Resuscitation Certificate and a First Aid Certificate from the American Red Cross; Certified Park and Recreation Professional certification from the National Recreation and Park Association preferred.
- Knowledge of safety and liability of facility, program or park operation; leadership techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff.
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services and evaluation of customer satisfaction.
- Skill in use of computer software, such as Microsoft Office, video conferencing, design, recreation management, etc.
- Ability to work effectively in a team setting with staff, volunteer and community partners as well as with children, families, seniors, citizens with disabilities and low-income families; solve complex problems; work efficiently and effectively under pressure; communicate effectively both in writing and orally.

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