



Campbell
COUNTY • VIRGINIA

Come Join Our Team

**Athletic Programs
Coordinator**

Parks & Recreation

*Apply with your CV/Resume online at:
www.campbellcountyva.gov*

Apply online at: www.campbellcountyva.gov



Are you a sports enthusiast with a passion for community building? Campbell County is looking for a Athletic Programs Coordinator (Program Manager I) to lead our athletic initiatives and make a daily difference in the lives of our residents

If you live for the smell of fresh-cut grass, the sound of a buzzer-beater, and the sight of a community coming together, this is your arena. We aren't just looking for an coordinator; we're looking for a sports enthusiast who believes every resident deserves a chance to get in the game. Come join our team at Campbell County.

**CLICK HERE
TO APPLY**

Athletic Program Coordinator

Program Manager I

Parks and Recreation

Performs with excellence, the following tasks, including but not limited to:

General

- Attends and contributes to CEQL Program Team meetings on a quarterly basis;

Recreation

- Plans, publicizes, implements, and supervises sports programs and camps, including the supervision of supporting staff and volunteers;
- Coordinates instructor-based sports and exercise programming, including the supervision of supporting staff and volunteers;
- Coordinates trainings for coaches and other support staff;

Other

- Utilize CivicRec and Team Sideline programs for facilities and programs;
- Prepares weekly field maintenance reports;
- Engages in community outreach;
- Inventory, ordering, and budgeting of supplies and equipment in service of programs;
- Scheduling facilities in service of programs;
- Cross trains with Parks & Rec Maintenance for basic field marking and maintenance;
- Submits content for department website, social media, and other marketing platforms;
- Serves as backup for other Parks and Recreation employees during absences;
- Participates in CEQL special events, as requested;
- Other duties, as assigned.

Requirements:

- Evenings and weekends required.

Additional Skills and Abilities

- Excellent oral and written communication skills;
- Knowledge of Parks and Recreation practices, procedures, technology, and techniques;
- Exemplary customer service skills;
- Ability to establish and maintain effective working relationships with citizens, staff, and community partners;
- Event planning;
- Ability to exercise initiative, sound judgment, and work well with people of all ages and abilities.



Program Manager

Salary Band 4

FLSA: Non-Exempt

Reports to: Full-Time staff as assigned

Staff Supervisory Responsibility: up to 5 employees

We Value

Trustworthiness
Openness
The Highest Ethics
Efficient Stewardship
Knowledge
Collaboration
Service
People

General Service Areas/Conditions: Primarily indoor office environment in various departments with occasional site work as required. Ability to occasionally lift and/or move up to 25 lbs. Frequent interaction with the public. Some nights and weekends could be required as needed.

Makes a daily difference in the Campbell County organization and locality through: hard work, open and honest communication, ongoing improvement and accountability.

Performs with excellence, the following tasks, including but not limited to:

- Plans and coordinates operation and administration of overall programs;
- Formulates program goals and objectives in conjunction with leadership; develops programs to implement these objectives;
- Prepares, presents, and interprets budget proposals for approval;
- Recommends allocation of financial, personnel and equipment resources;
- Organizes services and personnel to meet goals and objectives;
- Analyzes sources of revenue, anticipates expenditures and cost of increased services to meet the needs of those using the program;
- May write grant proposals and administers funded grants;
- May recruit, select, train and evaluate performance of volunteers;
- Ability to speak to groups and communicate with the public and clients;
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws; Interviewing, hiring, and training employees; Planning, assigning, and directing work; Appraising performance;
- Addressing complaints and resolving problems.

Qualifications:

- Two years of college or graduation from a business college.
- Two years of related experience. Desired: One year of supervisory experience.
- Additional education and/or training may be substituted where applicable.
- Valid Virginia Drivers' License
- Completion of National Incident Management System (IS-100 and IS- 700 or NIMS equivalent) within 90 days of employment.

Core Skill Sets:

- Ability to maintain effective working relationships in order to explain policies and obtain cooperation.
- Ability to keep complete accurate records;
- Ability to communicate clearly in both oral and written form.
- General understanding and ability to utilize the County's adopted software platform.