

# TOWN OF FARMVILLE

PO Box 86 / 3672 North Main Street  
Farmville, North Carolina 27828-0086  
OFFICE: 252-753-5774 / FAX: 252-753-2963

## RECREATION PROGRAMS & FACILITIES COORDINATOR

**POSTED: Internal/External**

**POSTING DATE: May 27, 2021– until filled**

**SALARY: \$39,104/year**

**DEPARTMENT: PARKS & RECREATION**

### **Basic Function and Job Requirements**

Provides support to the Parks and Recreation Director in the areas of planning, developing and coordinating the operations and maintenance of municipal parks, educational and athletic programs, special events and special services for citizens of all ages. Work also includes the formulation of departmental policies and procedures as well as the execution of programs and services. Supervision is exercised over recreation and sports instructors, officiating personnel, coaches, concession stand workers and field maintenance workers. Work requires extensive public contact with private groups, civic organizations, Town officials, and the general public in the promotion, development, and maintenance of parks and recreation programs. Work is performed under the general supervision of the Recreation and Parks Director and is reviewed through periodic conferences, reports, and results obtained .

### **Illustrative Examples of Work**

- Participates in the planning, developing, supervising and coordinating of events at parks, educational and athletic programs including special events and services for citizens of all ages.
- Provides public relations and information programs; develops media advertising to publicize programs and activities; receives and responds to inquiries, requests for assistance, concerns, and complaints of program participants, parents, and the general public.
- Coordinates and supervises all activities in parks and facilities; assigns work; establishes schedules; evaluates work performance
- Recommends, develops, implements, and ensures compliance with policies, procedures, rules, and regulations governing departmental programs and activities including those required by OSHA safety regulations.
- Prepares various reports of activities and facilities; makes recommendations for budgeting of new equipment, supplies, maintenance needs, and capital improvements
- Recruits, trains, supervises, and evaluates seasonal staff, instructors, coaches and volunteer participants; provides training for subordinates and volunteers; ensures staff receives and maintains any required certifications
- Coordinates the maintenance and preparation of facilities, ball fields, parks and other related facilities; insures that all facilities are safe for the general public of all ages; supervises and participates in lining and dragging ball fields; insures proper turf maintenance; participates in the installation and maintenance of playground equipment.
- Attends various meetings with other departments and community agencies
- Serves as supervisor in the absence of the department director
- Performs related work as required

### **Knowledge, Skills and Abilities**

- Thorough knowledge of programs, laws, and processes required in municipal recreation and administration.
- Thorough knowledge of the principles and methods of parks and recreation planning and development.
- Thorough knowledge of the safety hazards and liabilities associated with parks and recreational programming and facilities maintenance.
- Considerable knowledge of land use ordinance and resulting recreational and parks needs
- Working knowledge of modern and effective supervisory principles and practices including communications, leadership, motivations, conflict resolution, and performance coaching and evaluation.
- Considerable knowledge of the organization's budgeting, purchasing and personnel policies and procedures and applicable personnel laws and regulations.
- Working knowledge of computer hardware and software
- Ability to develop and maintain effective relationships with local officials, the general public, and employees.
- Ability to communicate effectively in oral and written forms.
- Ability to write policies, grants, and reports supporting the programs and activities of the department.
- Ability to successfully market parks and recreation programming.
- Ability to direct the work of a diverse staff

### **Education**

Graduation from an accredited college or university with Bachelor's degree in recreation management, physical education, or a related field.

### **Experience**

Three (3) to five (5) years of increasingly responsible experience in a municipal parks and recreation program or serving in a capacity overseeing athletics and recreation programming to children, youth, and adults or all ages.

### **SPECIAL REQUIREMENTS**

- Valid North Carolina Driver's License
- Certified in First Aid, CPR and AED
- Drug test & criminal background check required.

Applications, along with resumes, will be accepted at Farmville Town Hall until position is filled.

You may download our application from the web at [www.farmvillenc.gov](http://www.farmvillenc.gov).

The Town of Farmville is an Equal Opportunity Employer.

If you have questions concerning this position, call 252-753-5774 or email [cthomas@farmvillenc.gov](mailto:cthomas@farmvillenc.gov),

Monday through Thursday, 7:30 am – 5:30 pm. Friday, 8 - 12

NOTE: Town employees interested in applying for posted vacancy may submit an application to Town Hall.

POSTED BY: Cindy V. Thomas

DATE: May 27, 2021