

Assistant Director of Park and County-Wide Recreation

Applications are currently being accepted for an **Assistant Director of Park and County-Wide Recreation**. Responsibilities include but are not limited to providing day-to-day supervision of department personnel; performing professional work developing, planning, organizing, implementing and managing all recreation programs for the County; managing and overseeing parks and recreation, assisting with facilities and equipment; assessing and planning for the department's county-wide future needs; financial operations of the department, preparing and maintaining records, reports; and all related work as apparent or assigned by the Director of Parks and County-Wide Recreation

Education/Experience: An associate degree is desired, and a bachelor's degree is preferred with coursework in recreation, sports management, or a related field and/or considerable relevant experience in recreation or program management including considerable supervisory experience or an equivalent combination of education and experience. The position will remain open until filled. Salary – DOQ&E.

Candidates should submit a **Virginia State Application and resume'** no later than **Friday, August 26, 2022 by 4:00 p.m.** to: Grayson County Administrator's Office, Attn: Mr. Mitch Smith – Deputy County Administration, PO Box 217, Independence, VA 24348.

Please refer to the Grayson County website at: www.graysoncountyva.gov (Employment) for a complete job description or contact Grayson County Administration at 276-773-2471.

Grayson County is an EEO/AA employer.

Assistant Director of Parks and County-Wide Recreation

Definition of Work

The Assistant Director of Parks and County-Wide Recreation position will assist managing the County's recreation facilities and services for the benefit to the citizens of Grayson County through various activities and programs. The Assistant Director will work for and report directly to the Director of Parks and County-Wide Recreation.

Examples of Work to be Performed

- Provides ongoing day-to-day supervision of department personnel
- Assist in developing, planning, organizing, implementing, and managing all recreation programs for the County
- Prepares reports, correspondences, and documents as necessary, maintains records
- Assess and plan for future needs; assist in directing financial operations of the department, including developing and monitoring the departmental budget
- Applicable grant writing and project management working with other County departments
- Other duties as assigned

Desired Knowledge and Abilities

- General knowledge of all guidelines for County recreation
- Knowledge of state laws, rules, liabilities, and recreation protocol

Required Skills

- Ability to collect applications, analyze, and organize, teams for recreation programs
- Ability to work within the community and to readily identify and use available resources
- Ability to maintain records and make oral and written reports
- Ability to effectively use a computer and other technology as necessary
- Ability to assess and mitigate potential risks and hazards
- Ability to operate and maintain general park facilities
- Ability to manage full – and part-time personnel
- Excellent written, oral and inter-personal communication skills
- Ability to work both in a team environment and individually as required
- Self-motivated
- Must be able to bend, stand, sit, walk, and lift up to 50 pounds

Required Education

An Associate's degree is desired and a Bachelor's degree is preferred with coursework in recreation, sports management or a related field, or the equivalent combination of education and experience

Other Requirements

- Criminal history report to be conducted
- Valid State Driver's License