

Warren County Human Resources
602 West Ridgeway Street
P.O. Box 619
Warrenton, NC 27589



Monday - Friday 8:30am to 5:00pm
Telephone: (252) 257-3574
Facsimile: (252) 257-5971
www.warrencountync.com

EMPLOYMENT OPPORTUNITY

WARREN COUNTY

PARKS & RECREATION

POSITION: Recreation Program Coordinator

DUTIES: Coordinates a variety of recreation programs & special events; manages online recreation programs registration facilities, grounds & game fields; oversees & assist with the maintenance of recreation facilities, grounds & game fields; oversees & schedules staff; prepares work schedule; orders necessary equipment & supplies; enforces department rules & regulations; researches, plans, & sets up programs; conducts surveys & evaluates effectiveness of programs; markets programs; prepares fliers & media releases; delivers fliers to businesses & other outlets; prepares calendar of events; performs a variety of office assistant tasks; answers telephone; files; collects fees; reconciles accounts; participates in grants management & departmental budget management; project management; assists customers; provides information; answers complaints; attends department staff meetings & program workshops; performs related tasks as required.

GENERAL KNOWLEDGE: General knowledge of equipment & techniques necessary to successfully conduct recreation programs; general knowledge of methods involved in organizing, conducting, promoting, & supervising recreation activities; general knowledge of first aid methods & necessary safety precautions to be used in recreation work; ability to establish & maintain effective working relationships with associates, officials & the general public; ability to express ideas clearly both orally & in writing.

EDUCATION/EXPERIENCE: Any combination of education & experience equivalent to graduation from an accredit community college with major course work in recreation, physical education, or related field & moderate experience in one or more of the major fields of organized recreation programs. Bachelor's Degree preferred.

SALARY: \$32,018 - \$49,627 annually

Warren County applications will be accepted **Until Filled** at the Division of Workforce Solutions (formerly the Employment Security Commission), 210 West Ridgeway Street, Warrenton, North Carolina 27589 or at the Warren County Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC. Applications are available at www.warrencountync.com.

Warren County is a drug free workplace. Positions designated () as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

Warren County is an Equal Opportunity Employer