

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 Manager

DUTIES: Develops, plans, organizes, schedules, and supervises a wide variety of recreational programs for community use which may include youth programs, adult programs, day camp, athletics, aquatics, cultural arts, and special events; conducts surveys & evaluates effectiveness of programs; manages online recreation programs registration facilities, grounds & game fields; Coordinates or assists with the planning of community wide events; oversees & schedules part-time staff and contracted instructors; orders necessary equipment & supplies; enforces department rules & regulations; Plans and conducts public relations for recreation programs by developing brochures, pamphlets, flyers, handbooks, social media posts, etc. as well as distributing marketing material. Develop, organize, coordinate and manage a comprehensive volunteer development program to include the recruitment, scheduling, training, communication, tracking and recognition for all volunteer; performs a variety of office tasks such as but not limited to answers telephone, records management, collects fees, reconciles accounts, participates in grants management & departmental budget management, assists customers, provides information, answers complaints; attends department staff meetings & program workshops; performs other job duties as assigned.

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. Prefer Bachelor's degree with major course work in recreation, physical education, or related field & moderate experience in organized recreation programs.

SALARY: \$40,863-63,338 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