Employment Opportunity
County of Buckingham
Assistant Recreation Director

The Buckingham County Administration Office is seeking qualified applicants for the position of Assistant Recreation Director.

A Buckingham County employment application must be completed and returned to the County Administration Office by Friday, March 20, 2020 at 4:00 P.M.

A County employment application, job description and preferred qualifications can be found by visiting the County Web Site at www.buckinghamcountyva.org or by calling the Office of the County Administrator at 434-969-4242.

Buckingham County is an Equal Opportunity Employer
By Order of the Buckingham County Administrator
Rebecca S. Carter
COUNTY OF BUCKINGHAM
PERSONNEL POLICY AND PROCEDURES MANUAL

19.5.10 ASSISTANT DIRECTOR OF PARKS AND RECREATION

DEFINITION:
Under the immediate and general supervision of the Recreation Director, performs responsible administrative work in the development, coordination and promotion of recreational opportunities for all segments of the County population. Performs manual work in the maintenance of County recreational facilities. Performs other duties as assigned by the county administrator.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Assists and advises volunteer recreational leagues and organizations in scheduling, organizing and expanding existing recreational programs.

- Publicizes programs and activities and promotes participation by all segments of the public.

- Maintains and supervises the development of County recreational facilities and equipment.

- Expands and initiates recreational activities and programs, as resources permit, to meet the needs of un- or under-served segments of the public.

- Is responsible for the Buckingham Active Seniors Program including all activities, trips, fund raisers and BACP meetings.

- Maintains accurate and complete records of programs and participation.

- Continually assesses recreational needs, prepares and submits recommendations to the Recreational Director and the County Administrator.

- Actively solicits public grant and private support of recreation programming and development.

- Recruits, trains and supervises volunteer recreation workers.

- Assists in the preparation of departmental budget and controls expenditures.

- Works with school officials to establish and coordinate non-school recreational use of school facilities.

- Enforces facility and program rules regulations and procedures.

- Maintains all County recreational facilities and equipment.
QUALIFICATIONS OF ASSISTANT RECREATIONAL DIRECTOR

Minimum:

- Thorough knowledge of recreation and parks management and development and various types of recreational programming.

- Bachelor’s degree in recreation or two (2) years professional experience in recreation services desired.

- Ability to establish and maintain courteous and effective working relationships with other employees, volunteers, volunteer and private organizations, school officials, participants and the public.

- Ability to communicate effectively orally and in writing. Experience with or ability to learn Microsoft Office Products.

- Ability to develop schedules and rosters.

- Ability to operate standard outdoor commercial maintenance equipment.

- Ability to keep accurate and complete records.

- Ability to understand and follow oral and written instructions with little supervision.

- Ability to work independently.

- Ability to physically perform duties as described in this job description including manual labor lifting, pulling and pushing.

- Must be able to work a flexible schedule including evenings and weekends.

- Possession of valid Virginia driver's license.

Desirable:

- Professional experience in parks and recreation programming development.

- Experience working with volunteer recreation organizations.

- Experience in developing and managing adult and senior recreation programming.