



## JACKSON COUNTY

### Human Resources Department

401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779

Phone 828.631.2212 • Fax 828.631.2266

# Employment Opportunity

Please post in a location accessible to all employees

- Position:** **Outdoor Recreation Manager**  
*Permanent, Full-Time*
- Department:** Parks and Recreation
- Description of Duties & Responsibilities:** Responsible for the organization, implementation, and evaluation of County-sponsored outdoor recreation and leisure programming focused on outdoor adventure skills, environmental awareness, or other outdoor activities that may include, but are not limited to: hiking, canoeing, kayaking, mountain biking, fishing and other various outdoor activities such as trips, clinics, workshops or outdoor leadership programs. Responsible for managing and overseeing the operations and administration for Greenways, river put-ins, East LaPorte River Park, Judaculla Rock, Ralph J. Andrews Campground, and other outdoor areas as assigned. Position works flexible hours on a regular basis, including weekends, evenings and holidays.
- Education & Experience Requirements:** Minimum: Bachelor's degree in Parks and Recreation, leisure studies, sport management, outdoor leadership or related field with two years of related experience. Ideal candidate to possess strong interpersonal, communication, and computer skills. Must possess and maintain valid North Carolina driver license. Must possess or be willing to obtain CPR/First Aid/AED, Wilderness First Aid, and paddlesport certifications.
- Preferred: Master's degree in Parks and Recreation, leisure studies, sport management, outdoor leadership or related field with more than three years of progressively increasing supervisory responsibility. Wilderness First Aid Instructor Certification, Greenway and programming experience preferred.
- Starting Salary:** \$36,369.35 (Grade 22)  
Jackson County provides a robust offering of employee benefits including: employer paid medical and dental benefits, participation in the Local Governmental Employees' Retirement System, paid leave (vacation, sick, and holiday), Employee Clinic, Wellness program, and supplemental benefit offerings. A full overview of benefits is available at <https://www.jacksonnc.org/employment-opportunities>
- Application Requirements:** Submit a completed Application for Employment to:
- |                                       |                             |
|---------------------------------------|-----------------------------|
| Jackson County                        | NC Works Career Center      |
| Human Resources Department            | 26 Ridgeway Street, Suite 2 |
| 401 Grindstaff Cove Road, Suite A-218 | Sylva, NC 28779             |
| Sylva, NC 28779                       |                             |
- The Application for Employment is available online at:  
<https://www.jacksonnc.org/employment-opportunities> or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.
- Closing Date:** **May 7, 2021**

### Jackson County is an Equal Opportunity Employer

*Pre-employment drug screen and criminal background checks are required  
Jackson County participates in the federal [E-Verify](#) program*