



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:	Recreation Programming Coordinator – Cashiers/Glenville <i>Permanent, Full-Time</i>
Department:	Parks and Recreation
Description of Duties & Responsibilities:	Responsible for planning, organizing, implementing and evaluating daily/seasonal leisure and recreational programs for both youth and adult populations to include special events, youth/adult/senior programs, youth/adult athletic leagues, daily operations of the Cashiers/Sylva Pools, assisting with outdoor programming and other recreational events. Duties also include development of programs budgets and promotional marketing materials, recruiting and training volunteers, and event registration. Position works flexible hours on a regular basis, including weekends, evenings and holidays.
Education & Experience Requirements:	Bachelor's degree in Parks and Recreation or related field required with at least one-year experience in program planning, sports leagues, budgeting, and volunteer recruitment preferred. Ideal candidate would possess strong interpersonal, communication, and computer skills. Must possess and maintain valid North Carolina driver license. Must possess or willing to obtain CPR/First Aid/AED certification and Certified Pool Operators license.
Starting Salary:	\$32,988.08 (Grade 20) 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 Human Resources Department 401 Grindstaff Cove Road, Suite A-218 Sylva, NC 28779 NC Works Career Center 26 Ridgeway Street, Suite 2 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:	September 1, 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*