



## 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

<b>Position:</b>	<b>Program Coordinator</b>	<i>Permanent, Full-Time, Non-Exempt</i>
<b>Department:</b>	Parks and Recreation	
<b>Description of Duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"><li>• Plans, organizes, implements, and evaluates daily and seasonal leisure and recreational programs for both youth and adult populations, which includes: special events, youth, adult, and senior programs, youth and adult athletic leagues, and other recreational events.</li><li>• Maintains fields for sports programs.</li><li>• Maintains equipment for sports, making sure all supplies needed for each sport are available and in good shape. Orders equipment and supplies as necessary.</li><li>• Maintains program budget.</li><li>• Creates promotional marketing materials.</li><li>• Recruits and trains volunteers and coaches.</li><li>• Manages event and sport registration.</li><li>• Maintains pool during and off-season.</li><li>• Recruits staff for front desk and concessions workers.</li><li>• Keeps all concessions stocked for the pool and other sports programs.</li><li>• Handles cash deposits.</li><li>• Assists in building operations and maintenance.</li><li>• Greets and assists members and visitors.</li><li>• Addresses inquiries, concerns, and complaints.</li><li>• Enforces rules and regulations of the facilities.</li><li>• Develops and incorporates new programs as needed.</li><li>• Supervises support staff as necessary.</li></ul>	
<b>Education &amp; Experience Requirements:</b>	Bachelor's degree in recreation, parks and recreation, or related field and at least one (1) year of directly related experience preferred. Possession of a valid, State of North Carolina driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment. Must possess CPR and First Aid Certification. Must possess or be willing to obtain Public Safety Certification.	
<b>Starting Salary:</b>	\$35,835.68 (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 <a href="https://www.jacksonnc.org/employment-opportunities">https://www.jacksonnc.org/employment-opportunities</a>	
<b>Application Requirements:</b>	Submit a completed Application for Employment available at <a href="https://www.jacksonnc.org/employment-opportunities">https://www.jacksonnc.org/employment-opportunities</a> 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	
<b>Closing Date:</b>	<b>October 3, 2022</b>	

**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*