

Position: Full-time Recreation Specialist
Hiring Range: \$44,829 - \$56,036
Closing Date: Until filled by qualified applicant
Beginning Date: As soon as possible

Responsibilities include organizing and supervising youth and adult athletic leagues and tournaments, programs and events for the public as offered by the department, including taking registrations, organizing teams, securing facilities, and developing practice and game schedules. The successful candidate will be responsible for maintaining Parks and Recreation facilities including lining and mowing athletic fields, trails, and maintaining the Blue Ridge Tunnel. Additional responsibilities include attending athletic events, acting as referee or site supervisor when needed, and supervising volunteers; must perform general office duties including record keeping, using computer for MS Office, MS Outlook, Excel and other PC applications. May be required to work some nights and weekends.

The successful candidate must be able to communicate courteously and effectively with the public in oral and written form; organize large groups and events; and possess a High School diploma or GED equivalent. Four (4) years of recreation programming, park maintenance or related experience, or an equivalent combination of education, training and experience is preferred. Must have a valid driver's license with an acceptable driving history. Excellent benefits package offered including Health Insurance, Retirement, Life Insurance, and other benefits.

Interested persons may apply at Nelson County Finance & Human Resources, P.O. Box 336, Lovingston, VA 22949. (434)263-7137. EOE. Applications are also available for completion online at <http://www.nelsoncounty-va.gov/departments/human-resources/documents-forms/> for direct email submission, sent by fax to Judy Seraphin at (434)263-7134 or by email to jseraphin@nelsoncounty.org.