

Position: P/T Parks & Rec Childcare Coordinator

Hourly Rate: \$22.00/hour

Closing Date: Until filled by qualified applicant

Beginning Date: July 2026

Responsibilities:

- Works with the Director of Parks & Recreation to plan, organize and lead the operation of the after-school recreation program for K – 5th grade.
- Supervises on-site staff, including hiring, training and scheduling.
- Supports the sites with staffing, development, record keeping, supplies, registration, promotion and marketing.
- Fills in vacancies for on-site staff where needed.
- Maintains communication with the Site Director, Group Leader, Director of P&R, and families.

Experience and Certifications:

- High School diploma or GED. One (1) year experience in a supervisory role in childcare or relatable field, must possess and maintain a valid state driver's license, CPR/First Aid Certification or eligibility.

Physical Demands:

- A partial list of physical demands includes walking, climbing, stooping, excellent hearing and speaking required.
- The work is performed indoors and outdoors, which may include exposure to weather extremes, allergens, noise, fumes and machinery.

Interested candidates must submit a completed Nelson County employment application and resume with three (3) references to:

Nelson County Finance & Human Resources

P.O. Box 336

Lovingsston, VA 22949.

Applications and resumes may also be sent by fax to Judy Seraphin at (434)263-7134, or by email to jseraphin@nelsoncounty.org. EOE.

For a county employment application, please visit:

<https://www.nelsoncounty-va.gov/departments-offices/human-resources/employment-application/>