



## Wythe County Parks & Recreation Community Recreation Specialist/ Program Assistant Job Description

### **Education and Experience:**

- Preferred Associate degree or higher in parks and recreation, community health and fitness, physical education, leisure studies or related field
- Experience in parks and recreation, programming and special event planning
- Experience or knowledge in the following areas
  - Youth and adult programs
  - Media outreach, promotions and public speaking
  - Special events development and operation
  - Fitness programs
  - Americans with Disabilities Act (ADA) regulations and access requirements
  - Staff hiring, supervision, evaluation and training, particularly for fitness instructors and programmatic leaders.

### **Responsible to:**

- Reports to, works at the direction of and is evaluated by Parks & Recreation Director.

### **Duties:**

- Plans, operates and facilitates community programs, classes and events.
- Employs and entrepreneurial approach to work, proactively initiating, managing and sustaining new programs in response to community needs.
- Serves as liaison between departments and community groups.
- Works with public- and private-sector partners to reserve space for programs.
- Promotes use of county parks, trails and recreation facilities.
- Partners with media, social media and the public to increase awareness of and participation in county recreational programs
- Prepares media releases on upcoming events
  - Utilizing social media, press, TV and radio as available.
- Helps ensure recreation department's compliance with all local, state and federally mandated programs and requirements for access.
- Assists in supervising/managing Rural Retreat Campground and Pool.
  - Includes but not limited to maintenance at campground and pool.
  - Develops community programs for increasing pool usage.
- Assists in supervising sporting events as needed.
- Support the overall development and growth of the department's offerings & initiatives.
- Operation of a county vehicle to complete program tasks.
- Completes all other duties as assigned by the Director.

### **Special Requirements**

- Physical work requires the occasional exertion of up to 50 pounds of force; frequently requires standing, kneeling, walking, lifting, etc.; requires exposure to outdoor weather conditions
- Works in a variety of settings, including assigned county office space, schools, outdoors and in a variety of program spaces.
- Must possess a valid driver's license.
- Basic computer and technology skills, including smartphones, computer software, and social media, among others.