

# TOWN OF FARMVILLE

PO Box 86 / 3672 North Main Street  
Farmville, North Carolina 27828-0086  
OFFICE: 252-753-5774 / FAX: 252-753-2963

## RECREATION ASSISTANT – Part Time

**POSTED: Internal/External**

**POSTING DATES: August 19, 2010 – September 2, 2010**

**SALARY RANGE: \$10.00/hr (\$10,500/yr)**

**DEPARTMENT: Recreation and Parks**

---

### **BASIC FUNCTION AND JOB REQUIREMENTS**

An employee in this class performs a variety of professional duties in the coordination of recreation activities and parks efforts for the Town. The employee develops and plans work operation and develops new and modifies existing programs. Work subjects the employee to inside and outside environmental conditions and extremely hot and cold temperatures. Work requires extensive public contact with private groups, civic organizations, Town officials, and the general public in the promotion, development, and maintenance of parks and recreation programs. Work is performed under the general supervision of the Recreation and Parks Director and is reviewed through periodic conferences, reports, and results obtained.

### **ESSENTIAL DUTIES AND TASKS**

- Plans and participates in providing a flexible program of recreational activities for all segments, groups, ages, and interest levels of the community.
- Consults and receives input from community groups, neighborhood groups and individuals with regard to the recreation and parks needs, problems, and utilizes such input for overall planning and programming.
- Interprets the recreational and parks program through press releases and other publicity; through representation on councils and committees; through cooperative planning and effective working relationships with other community agencies and groups, public and private; and through the organization and encouragement of neighborhood groups and other interested groups.
- Serves organizer for tryouts, practice schedules, league play; schedules fields and facilities; coordinates and participates in maintenance of athletic fields.
- Performs recreation programming; plans, coordinates, and finds program leaders for a variety of programs including cheerleading, cotillion, music programming, and related programming.
- Coordinates the maintenance and preparation of facilities, ball fields, parks and other related facilities; insures that all facilities are safe for the general public of all ages; supervises and participates in lining and dragging ball fields; insures proper turf maintenance; participates in the installation and maintenance of play ground equipment.
- Performs related tasks as required

### **KNOWLEDGE, SKILLS & ABILITITES**

- Thorough knowledge of programs, laws, and processes required in municipal recreation and administration.
- Thorough knowledge of the principles and methods of parks and recreation planning and development.
- Considerable knowledge of the safety hazards and liabilities associated with parks and recreational programming and facilities maintenance.
- Considerable knowledge of land use ordinance and resulting recreational and parks needs
- Working knowledge of modern and effective supervisory principles and practices including communications, leadership, motivations, conflict resolution, and performance coaching and evaluation.
- Considerable knowledge of the organization's budgeting, purchasing and personnel policies and procedures and applicable personnel laws and regulations.
- Working knowledge of the application of information technology to the work of the department.
- Ability to develop and maintain effective relationships with local officials, the general public, and employees.
- Ability to communicate effectively in oral and written forms.
- Ability to write policies, grants, and reports supporting the programs and activities of the department.
- Ability to successfully market parks and recreation programming.

### **EDUCATION AND EXPERIENCE**

Graduation from high school & some college/university with related degree in recreation administration, physical education, or related field, & considerable experience in a municipal recreation program; or an equivalent combination of education & experience. A valid NC driver license is required.

Applications will be accepted at Farmville Town Hall until the position has been filled. You can also apply at [www.farmville-nc.com](http://www.farmville-nc.com). The Town of Farmville is an Equal Opportunity Employer. All qualified minorities, females and disabled are encouraged to apply.

**POSTED BY: Theresa L. Cieslinski**

**DATE August 19, 2010**

If you have questions concerning this position, call 252-753-5774, Monday through Thursday, 7:30 am – 5:30 pm. Friday, 8 - 12

NOTE: Town employees interested in applying for posted vacancy may submit an application to Town Hall.