



County Administrator's Office

290 South 6th Street – Suite 350

Wytheville VA 24382-2598

Telephone (276) 223-4500

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Position: Recreation Director

Department: Parks and Recreation

Reports To: Deputy County Administrator

Location: 290 South 6th Street

FLSA Status: Exempt

Full-time/Part-time: Full-time

Seasonal: No

Posted Until: Until Filled

Salary Range: Minimum \$48,478

Summary

Wythe County's Recreation Director leads its Parks and Recreation Department in delivering innovative and health-focused recreational opportunities and programs for all ages and abilities, improving both physical health and community connection through its offerings. The Director will spearhead community engagement, program development, and staff leadership to enhance public participation across all age groups, fostering community vitality within a rural setting. Operating with a small staff, limited facilities, and a moderate budget, the Director must be a creative problem-solver, adept at maximizing resources, building partnerships, and driving measurable outcomes in community health and engagement.

Work Schedule

- Monday – Friday 8:00a.m – 5:00 p.m. with flexible scheduling a must

Essential Functions

- **Program Development:** Design and implement creative recreation programs (e.g., fitness classes, youth and adult sports, senior activities, outdoor adventures, races, water activities) to promote physical health, social connection, and lifelong wellness for residents of all ages and abilities.
- **Community Engagement:** Actively engage diverse community stakeholders—residents, tourists, schools, businesses, county staff, and nonprofits—to assess needs, promote programs, and increase participation through outreach, events, and marketing. Actively engage with Board appointed Recreation Commission for program improvements and development.
- **Leadership and Staff Management:** Lead, motivate, and develop a small team of recreation staff and volunteers, fostering a culture of innovation, collaboration, and accountability.

- **Budget and Resource Management:** Administer a limited department budget, prioritizing cost-effective solutions, pursuing grants, and leveraging partnerships (e.g., with Wytheville Community College, local businesses) to expand program offerings.
- **Facility Oversight:** Manage, upgrade, and optimize use of existing recreational facilities, including but not limited to Ager Park, community fields, and Rural Retreat Lake Campground and Pool, while advocating for maintenance or upgrades within budget constraints.
- **Health and Wellness Advocacy:** Partner with public health entities (e.g., Virginia Department of Health) to align programs with community health goals, addressing issues like obesity or mental health through active living initiatives.
- **Performance Metrics:** Establish and track measurable goals for program participation, community satisfaction, and health outcomes, reporting progress to the County Administrator and Board of Supervisors.
- **Event Planning:** Organize signature community events (e.g., festivals, running and/or biking events, outdoor movie nights) to boost engagement and local pride.
- **Compliance and Safety:** Ensure programs and facilities comply with county policies, state regulations, and safety standards, including risk management for activities.

Knowledge, Skills, and Abilities

- Exceptional leadership and interpersonal skills to inspire staff and engage diverse community members.
- Proven ability to design innovative programs on a limited budget, with a focus on health and inclusion.
- Strong organizational and financial acumen, including grant writing and budget management.
- Creative marketing and communication skills (e.g., social media, community outreach) to promote programs.
- Knowledge of and experience in using recreation-related equipment and systems (i.e., electrical, mechanical, plumbing, utility systems; tractors, mowers, field drags, blades; field markers, sound equipment, hand tools).
- Familiarity with rural community dynamics and ability to build partnerships.
- **Certifications:** Certified Park and Recreation Professional (CPRP) preferred; valid driver's license required. Membership in the Virginia Recreation & Parks Society or a similar professional association is encouraged.
- **Innovation:** Develops creative solutions to deliver high-impact programs with limited resources.
- **Community Focus:** Builds trust and participation through inclusive, responsive engagement.
- **Energy and Initiative:** Sets a fast pace, proactively addressing challenges and opportunities.
- **Adaptability:** Thrives in a lean environment, adjusting strategies to meet evolving needs.

Education and Experience

- **Education:** Bachelor's degree in recreation management, parks and recreation, public administration, or a related field; a combination of education and experience may be acceptable.
- **Experience:** Minimum of 3–5 years of progressive experience in recreation program management, including at least two years in a supervisory role. Experience in rural environments is highly desirable.

Work Environment:

- Work is performed in office settings, recreational facilities, and outdoor environments, with frequent evening/weekend hours for events or community meetings. Requires some flexible scheduling.
- The role requires frequent interaction with the public, staff, and county officials in a collaborative, rural community context.

Physical Requirements

- This work requires the occasional exertion of up to 50 pounds of force
- Work regularly requires sitting, frequently requires speaking or hearing, and using hands to finger, handle, or feel
- Occasionally requires standing, walking, reaching with hands and arms, lifting, and repetitive motions
- Work has standard vision requirements
- Vocal communication is required for expressing or exchanging ideas utilizing the spoken word
- Hearing is required to perceive information at normal spoken word levels
- Work requires preparing and analyzing written or computer data
- Operating motor vehicles or equipment and observing general surroundings and activities
- Work is generally in a moderately noisy location (e.g., business office, light traffic).

This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Wythe County Administration reserves the right to revise or change job duties as the need arises. The job description does not constitute a written or implied contract of employment.

As an Equal Opportunity Employer, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability, marital status, age, political affiliation, or protected veteran status.