

## **Wythe County Parks and Recreation Job Description** **Community Recreation Assistant**

### **Job Description and Duties:**

- Full-time, 40 hours per week
  - Starting Salary \$29,000 per year plus benefits, Compensation commensurate with experience and education.
  
- Primary focus is to plan, program, facilitate, and evaluate recreational programs within Wythe County, specifically utilizing Sheffey Community Gym, surrounding areas and Rural Retreat.
  - These programs include but not limited to
    - Senior Programs
    - Open Gyms
    - Sports Tournaments
    - Fitness Programs
    - Special Programs
    - Special Events
  
- Supervision of programs when they are conducted
- Coordinating with Sheffey Elementary School for Gym Scheduling
- Additional support of supervising current sport league games as needed
- Additional support of maintaining parks
- Other duties deemed necessary
- Supervised and reports to the Director of Wythe County Parks and Recreation

### **Qualifications/Skills:**

- 21 years or older
- Associates degree or higher in Recreation, Parks, Tourism, Athletics, Education, or related field.
- Experience planning and facilitating recreational programs, or event planning
- Customer Service
- Problem Solving