



TOWN OF CHILHOWIE, VIRGINIA

Mayor: Gary L. Heninger
Council: Donna S. Blevins
Billy L. Clear
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Julie Sturgill
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Town Manager: John E.B. Clark, Jr.
Clerk/Treasurer: Marlene L. Henderson
Police Chief: Andrew K. Moss
Director Public Works: Jay Keen
Fire /EMS Chief: C. David Haynes
Building Official: Randy Sturgill
Recreation/Special Events Coordinator: Ron Cahill
Legal: Cassel & Crewe, P.C.

The Town of Chilhowie is seeking a qualified individual to serve as Special Events / Recreation Coordinator. This is a part time position that will entail approximately 1040 hours per year in varying weekly / monthly schedules, up to 32 hours a week. The person will coordinate with the Directors of the Town's existing recreation programs in football, girls basketball, boys basketball and cheerleading; act as a liaison with the Little League Baseball Program; coordinate existing parades and events; act as Market Manager of the seasonal /weekly Will Walker Farmers Market, etc. The person will be asked to expand the program into other offerings, if practical, and at the Recreation Park. Some social media skills are required. The successful candidate should have experience in recreation and athletics as well as event planning and is looking for a part time position, not full time. Initiative and creative thinking skills will be required. The position will report to the Town Manager and receive support from Town staff and resources. Applications can be picked up at the Chilhowie Town Hall or on-line at www.chilhowie.org. Resumes must be attached with the application. Applications are due by 4:00 p.m. June 1, 2021 at the Chilhowie Town Hall, 325 East Lee Highway, PO Box 5012, Chilhowie, Virginia 24354.

Smyth County News: Advertise in your May 15 and 19 editions
Saltville Progress: Advertise in your May20 edition
Washington County News: Advertise in your May 19 weekly edition

Place on Town of Chilhowie Website
Place on Town of Chilhowie Facebook Page



***PROVIDING SERVICE SINCE 1913 TO THE CITIZENS
OF THE TOWN OF CHILHOWIE AND OF SMYTH AND WASHINGTON COUNTIES.***



Recreation/Special Events Coordinator (Initiated August 2018)

Position Definition:

The employee is responsible for the management of all recreation facilities, parks, fields and other recreation areas operate by the Town. Duties also include planning, coordinating and directing the recreational programs and facilities. Assists in development and implementation of active and passive recreational opportunities suitable for all ages. This position is under the general supervision of the Town Manager.

Example of Works:

- Assists in preparing budget, collects and accounts for expenditures and departmental funds and reports accordingly.
- Assists and advise on formulation of department policies and procedures and selection of coaches.
- Assists in establishing procedures and work methods to ensure efficient and effective use of department volunteer and equipment.
- Organizes plans, promotes, supervises, develops, and directs activities of the department to include recreational programs, operation, and maintenance of parks and recreation facilities.
- Schedules and coordinates activities/facilities with local schools and civic organizations.
- Acts as Town's main contact on social media.
- Establish and maintains files on each program, coach, and child participating in any recreation program.
- Develops and implements public relations to make the public aware of active and passive recreational opportunities and special events.
- Organizes plans, promotes, supervise, develops and directs activities of the Department, including recreational programs, operation and maintenance of park and recreation facilities.
- Publicizes and promotes Town events.
- Reviews and analyzes methods, equipment used, personal and performance to find methods of increasing effectiveness and efficiency in operation of recreation programming activities.
- Coordinates formal and on-the-job training programs and gives direction and guidance for volunteer development.
- Operate recreational and park maintenance equipment when necessary.
- Maintain control of recreation equipment inventory.
- Acts as Farmers Market Manager.

Qualifications:

Education and Experience:

Graduation from an accredited four year college or university with a degree in recreation or related field or past experience in the above field for a period of five years or more. At least three years' experience in recreation program delivery and facilities management. At least two years'

experience in management and supervision of subordinates. Must possess a valid State of Virginia driver's license with no chargeable accidents or "moving violations" within the last 36 months CPR certification.

Required Knowledge, Skills, and Abilities:

- Knowledge of personnel and procedures.
- Knowledge of principles and practices of public recreation program design and facilities management.
- Knowledge of the materials and equipment used in general maintenance and construction work.
- Knowledge of occupational hazards and safety precaution.
- Knowledge of the principles and methods of supervision.
- Ability to plan, direct, implement, and manage all phases of a comprehensive parks and recreation program to include its personnel policy and fiscal planning.
- Ability to plan and supervise the work of volunteers.
- Ability to communicate ideas and information clearly, concisely, and convincingly, orally and in writing.
- Ability to keep accurate records and make reports.
- Ability to relate in a positive manner to the general public at all times.

Equipment Job Location:

- The employee will operate light duty vehicles, parks maintenance equipment, mobile radios; camcorder NCR, cameras, computers, calculators, fax machine, and public address systems.
- The employee works inside and outside and may be exposed to tobacco smoke, fumes, and chemicals, toxic substance, noise and machinery with moving parts.
- The employee may be required to lift objects weighting more than 25 pounds.
- Intermittently, the employee will sit, stand, stoop, and walking is required.
- Will periodically work outside of normal duty hours to include nights and weekends.