



Mayor: Gary L. Heninger
Council: Billy L. Clear
Shannon Donnelly
J. Brent Foster
Bob Jeter
Julie Sturgill
P.J. Wolfe

TOWN OF CHILHOWIE

**325 East Lee Highway
P.O. Box 5012
Chilhowie, Virginia 24319
Phone (276) 646-3232
Fax (276) 646-3012
www.chilhowie.org**

Town Manager: John E. B. Clark, Jr.
Clerk/Treasurer: Felicia C. Eller
Police Chief: Andrew K. Moss
Director-Public Works: Jay Keen
Fire Chief: C. David Haynes
Building Official: C. David Haynes
Director-Recreation/Special Events: Jeff Smarr
Legal: Cassell & 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 up to 32 hours per week in varying weekly / monthly schedules. The person will coordinate with the paid Directors of the Town's existing recreation programs in football, girls and boys basketball and cheerleading, coordinate the seasonal, weekly Farmers Market, act as a liaison with the Little League Program, coordinate parades and events, etc. The person will also be asked to coordinate musical events at the Recreation Park and to continue / expand programs at the Recreation Park and other sites. 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. Independent decision making and action will be required. Applications can be picked up at the Chilhowie Town Hall or on-line at www.chilhowie.org. Resumes must be attached with the application. Hard copy applications are due by 4:00 p.m. January 22, 2024 at the Chilhowie Town Hall, 325 East Lee Highway, PO Box 5012, Chilhowie, Virginia 24319.

By Authority of the Mayor and Town Council,

John E. B. Clark, Jr.

Town Manager

Smyth County News: Advertise in your January 6 and 10 editions

Saltville Progress: Advertise in your January 18 edition

Virginia Employment Commission Website

Place on Town of Chilhowie Website

Place on Town of Chilhowie Facebook Page