



## MADISON COUNTY LOCAL GOVERNMENT VACANCY ANNOUNCEMENT

### Parks & Recreation Department Recreation Program Coordinator Seasonal, Part-Time

#### Position Summary:

We are seeking an enthusiastic individual to assist our Parks and Recreation Director with department functions that are **primarily between the months of May through August**. This position will perform work in planning, organizing, and implementing scheduled and special events for the Summer Program through the Parks and Recreation Department.

The main role of this position is seasonal and will be scheduled for up to 29 hours per week, only during the summer months of May-August. There are opportunities for additional hours throughout the year *as needed* for special projects and events for Madison County, that will be assigned by the Parks and Recreation Director, to meet the ongoing needs of the County.

This position is non-exempt under the Fair Labor Standards Act.

#### Where to Apply:

To obtain an application, visit <https://www.madisoncountync.gov/employment-opportunities.html>

This position is open until filled. Submit a completed NC State Application to the Madison County Human Resources Department at [HR@madisoncountync.gov](mailto:HR@madisoncountync.gov). ***Resumes will not be accepted without a completed application.*** Application must include a summary of job duties performed and work experience. "See resume" on application is not acceptable.

Applications can also be mailed to the Madison County Human Resources Department:  
PO Box 579, Marshall, NC 28753.

Madison County Government is an Equal Opportunity Employer.

### **Duties & Responsibilities:**

- Assists the Director of Parks and Recreation as needed to include planning, implementing, and evaluating special events for the County, to include on-site month of, week of, day of, and post event duties.
- Works a flexible and non-traditional work schedule, which can include after regular business hours and weekends, with limited supervision for programs, facility rentals, and special events.
- Sets up and breaks down the facilities as needed for rentals, meetings, programs, and events.
- Collects fees for summer program events, rentals, camps, and maintains records of payment in the appropriate files and software.
- Supervise children as assigned during scheduled events, from kindergarten through eighth grade ages, including bus rides, to ensure all safety guidelines are followed.
- Performs administrative tasks such as utilizing a computer to update files, and responding to inquiries in person, over the phone, or email.
- Schedule activity buses and bus drivers and lunches for all participants for scheduled summer program events.
- Schedule and supervise volunteers.
- Coordinate and schedule trips to various locations with partner agencies.
- Comply with all safety and health regulations
- Other duties assigned by the Department Director

### **Qualifications:**

- ✓ Must be at least 21 years of age and possess a High School Diploma or GED.
- ✓ Associate's degree related to youth development, recreation, and/or education is preferred.
- ✓ A minimum of 1-year relevant experience working with youth in an educational or recreations setting, including at least 1 year in an administrative or leadership capacity with demonstrated decision making ability.
- ✓ First Aid and CPR Training are preferred.

### **Knowledge, Skills, and Abilities:**

- Working knowledge of recreation programming, facility scheduling, and league administration.
- Skill in organization, scheduling, and coordination of multiple activities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with staff, volunteers, participants, parents, and community members.
- Ability to use computer applications including MS Word, Excel, and Outlook.
- Ability to work independently while coordinating closely with Department Director and team members, members of the community, and volunteers.
- Ability to work flexible and varied hours.

**Physical Requirements:**

Employee is subject to indoor and outdoor work environments, varying weather conditions, noise, and other conditions typical of parks and recreation operations. Must be able to perform medium work exerting up to 50 pounds of force occasionally and up to 20 pounds frequently. Must be able to perform the basic life operational functions of standing, walking, bending, reaching, lifting, and carrying.

**Requirements:**

Applicants may be subject to a criminal background check. Effective October 1, 2025, in accordance with NC State Law, all applicants for positions that involve working with children in any capacity are required to undergo criminal history record checks conducted by the North Carolina State Bureau of Investigation (SBI). Applicants will be required to take and pass a Pre-Employment Drug and Alcohol screening and will be subject to random drug screenings throughout their employment.

Must possess a valid North Carolina Driver's License.

**Salary:**

\$17.00 per hour

Seasonal, up to 29 hours per week, during the months of May-August, for the Summer Program Events. Selected applicant will be available for a flexible working schedule, as needed, for assigned special events and programs throughout the year.

This is a part-time position with the Madison County Parks and Recreation Department. This position is not eligible for any employer sponsored benefits and will not accrue any Sick or Vacation Leave. Not eligible for Holiday Leave.