

# COUNTY OF NEWBERRY

COURTHOUSE ANNEX, COLLEGE STREET  
POST OFFICE BOX 156  
NEWBERRY, SOUTH CAROLINA 29108

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## VACANCY ANNOUNCEMENT

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**DIVISION:** Parks and Recreation

**JOB LOCATION:** 1309 College Street, Newberry, SC

**POSITION:** Parks & Recreation Program Coordinator

**HOURS WORKED PER WEEK:** Regular Full-time, 40 hours per week

**SALARY RANGE:** \$31,579 to \$50,818

**CONTACT PERSON:** Katherine Cook, Director of Human Resources (803) 321-2100

**POSITION DESCRIPTION:** Responsible for the coordination of all aspects of parks and recreation programming. Serves as the supervisor to the field maintenance staff and ensures parks, fields, and equipment are in optimal condition. Coordinates and works with the Town of Prosperity concerning programming offered on Town of Prosperity fields or within their facilities and coordinates the maintenance of athletic fields under the ownership of the Town of Prosperity. Coordinates with Park Maintenance staff, Public Works and Facilities Maintenance staff concerning the upkeep of Lynch's Woods Park and Morningside Park. Provides professional oversight at recreation activities and events, which will require evening and weekend coverage. Incumbent reports directly to the Parks and Recreation Director.

### JOB DUTIES:

- Coordinates the planning, marketing, development, implementation and evaluation of parks and recreation programs.
- Coordinates the development and distribution of marketing materials and avenues for advertising parks and recreation programs.
- Provides professional oversight at parks and recreation programs and schedules staff and game officials as needed.
- Coordinates the recruitment, selection, and training of coaches and part-time staff with the assistance of other parks and recreation staff as necessary.
- Maintains age-appropriate rules for parks and recreation programs as well as coaches' manuals and training materials.
- Prepares evaluation methods and tools for parks and recreation programs and presents results as requested.
- Researches current practices and trends within parks and recreation programming and proposes new or revised policies and procedures for consideration, new programming options, improved processes, etc.
- Coordinates and maintains sport programs practice and game schedules.
- Interacts with parents, program participants, coaches, community organizations, and others regarding parks and recreation programs.
- Coordinates and oversees registration for parks and recreation programs as well as player evaluations and player selection for sport programs.
- Prepares uniform and parent shirt orders as well as coordinates the distribution of items to coaches/participants.

- Monitors the involvement of coaches, other volunteers, and officiating personnel to ensure safety and efficiency in program delivery; screens backgrounds of coaches/volunteers, and officiating personnel as appropriate.
- Proposes and maintains budgetary and supply needs for parks and recreation programs.
- Ensures that recreational fields are always prepared for scheduled events including, but not limited to field lining, routine seeding, spraying, top dressing, or other field maintenance.
- Directly supervises the Newberry County employee responsible for the maintenance of fields; assigns maintenance-related and other duties to this employee as appropriate.
- Receives, investigates, and responds to complaints concerning Newberry County Parks and Recreation in a professional manner; identifies and reports findings and takes necessary corrective action.
- This job description is not all inclusive and job duties may be added and/or modified when deemed appropriate by the Parks and Recreation Director/County Administrator.

**MINIMUM TRAINING AND EXPERIENCE:** This position requires an associate's degree in a sport management related degree or related field OR at least two years of relevant experience. While a bachelor's degree is not required, a degree in park and/or sports management, environmental horticulture or a related field is preferred. Must possess excellent customer service skills and basic computer skills, be able to work evenings and weekends, and possess a valid state driver's license.

**ADDITIONAL QUALIFICATIONS:** Must possess the ability to meet the physical demands of the job (moderate to heavy physical/manual labor predominately outdoors, lifting heavy loads of 50 to 75 pounds unassisted) as well as the ability to operate power tools and machinery necessary to complete parks and field maintenance (motor vehicle, sprayer, mower, edger, chain saw, hand tools, carpentry tools, mechanic tools, lawn tools, infield groomer, etc.) when/if necessary.

**GENERAL INSTRUCTIONS:** Applications will be accepted for this position until filled. Newberry County Employment Applications may be completed online by visiting [www.newberrycounty.gov](http://www.newberrycounty.gov) or by contacting the Human Resources Office at 1309 College Street, Newberry SC, 29108. **A resume may be included but will not be accepted in lieu of a Newberry County Employment Application. Applicants indicating college credit, degree(s) or specialized training on the application shall provide an official copy of related documents should they be selected for the position. Newberry County conducts background checks and tests for the use of illegal substances.**

## **THE COUNTY OF NEWBERRY IS AN EQUAL OPPORTUNITY EMPLOYER**

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND NEWBERRY COUNTY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COUNTY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**