

PARKS AND RECREATION ASSISTANT DIRECTOR: The Town of Narrows is accepting applications for an Assistant Director of Parks and Recreation. This is a full-time, salaried position. Must be willing to work evenings and weekends as needed. Pay is commensurate with experience.

Essential job duties include, but are not limited to, the planning, preparation and administration of the non-athletic programs, fundraisers, events, etc. Assists director with budgets, capital planning and fee structure for various activities and facilities. Works closely with director to develop future programs and activities. Supervises, evaluates, trains, and hires part-time personnel. Works closely with Parks and Recreation Committee to develop fundraising events. Responsible for overseeing operations at town park, splash pad, and synthetic ice rink, while in season. Requires overall good communication, problem solving, planning, and leadership skills. Job may exceed more than 40-hours in a work week without additional compensation.

Minimum requirements include a high school diploma and 4 years' experience in parks and recreation or a related field. A bachelor's degree in a related field is preferred. Education and experience may be combined for the equivalent of 4 years' experience. Must hold a valid driver's license. Background checks required.

Applications may be found online at www.townofnarrows.org or obtained by contacting the town office at info@townofnarrows.org or calling 540-726-2423. Mailing address is P.O. Box 440, Narrows, VA 24124. Application deadline is Friday January 13th at 5 pm. Please submit a copy of your resume with the application.

Equal Opportunity Employer