

JOB OPENING

FULL-TIME ATHLETIC COORDINATOR

Applications will be received by the Human Resources Manager of the Town of Wytheville, for the full-time position of Athletic Coordinator at the Wytheville Community Center.

Desired Qualifications: Responsible for coordinating and implementing all athletic programs for youth, adults and seniors. Oversee the maintenance and preparation of the facility and fields for athletic programs. The successful candidate should be able to coordinate all schedules and maintain all related records for all athletic programs. Ability to maintain all inventories and purchase all athletic equipment and supplies and all field preparation materials necessary. Must be available to work days, nights, and weekends.

Education and Experience: Graduation from a four-year college or university with a degree in recreation or a closely related field, two years recreation experience including community center programming; or any equivalent combination of education and experience.

Required Qualification: Valid state driver's license, CPR, First Aid, & AED Certification or ability to obtain. **Salary Range:** \$29,480 to \$47,417. Application packages are available from the Human Resources Department at the Town Office, 150 East Monroe Street, between the hours of 8:00 A.M. and 5:00 P.M. weekdays or on the Town's Web site at www.wytheville.org. The position will be open until filled. **EOE**