

FULL-TIME COMMUNITY PROGRAM COORDINATOR

WYTHEVILLE RECREATION DEPARTMENT

The Town of Wytheville is accepting applications for the full-time position of Community Program Coordinator for the Wytheville Recreation Department. **Desired Qualifications:** The successful candidate should be an administrative professional who has experience with supervision, experience in the recreational field and experience with creating, planning, coordinating and implementing youth activities, adult and senior adult programs, outdoor programs, special events, holiday events, etc. Must have experience in Microsoft Office to have the ability to create flyers, spreadsheets, etc. Have excellent communication skills with a professional manner and the ability to work independently, possess excellent customer service skills and have experience in a busy environment with the ability to multi-task projects successfully. **Education and Experience:** Graduation from a college or university with a bachelor's degree in recreation or a closely related field; five years of related experience in the development and implementation of programs; or any equivalent combination of education and experience. **Special Requirements:** Valid state driver's license or the ability to acquire one, First Aid & CPR certification. **Salary Range:** \$29,480 - \$47,417, based on qualifications and experience. Application packages and additional information are available at the Town Municipal Office Lobby, 150 East Monroe Street, between the hours of 8:00 A.M. and 5:00 P.M. on weekdays, or on the Town's website at www.wytheville.org. Applications will be received until position is filled. **The Town of Wytheville is an Equal Opportunity Employer.**