



Town of Wytheville

Job Opening

Job Title: **Athletics Supervisor**

(Full-time with benefits)

ANTICIPATED SALARY RANGE: \$32,802 - \$42,640; Actual pay will be DOE/DOQ and available funding.

JVA#: 2023-01

DEPARTMENT: Parks and Recreation

POSTED: May 3, 2023

POSITION SUMMARY: Reporting to the Athletics Coordinator, this position assists with supervising athletic program events, participants, coaches and responding to spectator requests and situations for Town of Wytheville athletic programs and/or while using the Wytheville Community Center. In addition, the Athletics Supervisor performs and coordinates all routine athletic equipment and field maintenance, including preparing the athletic fields and equipment for participant use, inspecting and inventorying athletic equipment for proper care to meet safety standards, as well as maintaining the mowing and maintenance of sports fields and proper care and storage of related equipment, such as mowers, tractors, etc. Markets and promotes interest in the athletic sports events and other events to the public offered by the Town of Wytheville and the Wytheville Community Center.

➔ **A Position Description and Additional Information may be found on the Town of Wytheville's Employment Opportunities webpage at <https://www.wytheville.org/employment>.**

MINIMUM DESIRED QUALIFICATIONS: A High School Diploma or equivalent, and at least one year of experience in a supervisory position. Familiar with Athletic events and Virginia High School League (VHSL) rules. Knowledge/Skills/Abilities: Demonstrated knowledge of the equipment, facilities, field layout and upkeep for all sports; ability to operate tools and equipment; ability to interact effectively with the public in a professional and courteous manner with tact and diplomacy; and ability to establish and maintain effective working relationships with employees, supervisors and the public. First Aid and CPR Certifications required, or must obtain them within 90 calendar days if hired. **PREFERRED QUALIFICATIONS:** At least one year of experience in Athletic/Field Maintenance. VHSL officials certifications/Grade 8 Soccer officiating preferred. A Bachelor's degree in Parks and Recreation/Sports Management or related field from an accredited institution.

HOW TO APPLY: Applicants must complete an Employment Application to be considered for a Town job opening. Employment applications are available online at <https://www.wytheville.org/docs/general/employment-application.pdf>, or by visiting the Lobby of the Town of Wytheville Municipal Building at 150 E. Monroe St., Wytheville, VA and obtaining an application packet. Please submit a completed application by mail to Department of Human Resources, Town of Wytheville, P.O. Box 533, Wytheville, VA 24382; by fax at 276-223-3453; or via email to: human.resources@wytheville.org.

CLOSING DATE: Position is posted open until filled. Review of applications begins immediately and will continue until the position is filled or the posting is cancelled.

The Town of Wytheville is an Equal Opportunity Employer