



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Jan Prichard, Human Resources Director
Date: February 12, 2018
RE: **JOB POSTING – Auxiliary Recreation Program Lead – Soccer League Focus**
Recreation Department
(Less than 1000 hours in a 12- month period – not benefit-eligible)

Duties and Responsibilities: This position will perform responsible technical and clerical services to support Henderson County Recreation sport programs; oversees program operations on site; assists Program Supervisors with variety of tasks associated with planning, organizing, scheduling, site management, and coordinating events and programmed activities; assists Program Supervisors with site management, planning, organizing, developing, scheduling, monitoring, and enforcing rules for programmed activities and center/facility use; performs related work as required. Work is performed under regular supervision. Reports to the Parks and Recreation Program Supervisor.

Qualifications: Thorough knowledge of procedures, rules and regulations of the Sports Program; general knowledge of public recreation and athletic program objectives, and practices; general knowledge of computer office software such as Microsoft Word, Excel, Publisher, and related recreation software and the ability to operate a computer required for the position; ability to supervise the work of others; ability to determine and coordinate supplies and equipment for sports programs; ability to communicate effectively orally and in writing; establish and maintain effective working relationships with co-workers, the public, news media and other departments and agencies; ability to work flexible hours (including evenings and weekends); ability to attend work regularly and arrive punctually 60 minutes prior to scheduled games. Knowledge of the game of soccer including rules and regulations.

High school diploma or equivalency plus some experience in recreation or sports coaching, programming or management; or an equivalent of education and experience sufficient to successfully perform the essential duties of the job.

Pre-employment drug test and background checks required of finalist applicants.

Applications must be obtained and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.org/hrd (Click on the link next to the job for the correct application). Applications may also be obtained at the Henderson County NCWorks Career Center, Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731

The deadline for application is: **Open until filled**

Starting rate: \$14.84 per hour
Grade: 66

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184
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www.hendersoncountync.org/hrd
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