



**Onslow County
Position Vacancy Announcement**

PARKS AND RECREATION

POSITION TITLE: DISTRICT COORDINATOR (part time)

Position Number

6122-2039 (37.5%)

Hiring Range

\$9.07 per hour

Opening Date

March 11, 2011

Closing Date

March 21, 2011

How to apply?

Applications must be submitted by 5 pm on the closing date to:

Onslow County HR

220 Georgetown Road, Suite 100
Jacksonville, NC 28540
910-347-7600 Phone
910-347-2793 Fax

Onslow County provides eligible employees with a competitive benefits package including paid health and dental insurance, paid holidays, and other optional benefits.

Onslow County Human Resources Office is **not** responsible for failure to receive faxed applications. Please take a moment to ensure your transmission was received.

Employee may be called upon in case of disaster, either natural or man-made, to serve the citizens of Onslow County. This service, if required, will take precedence over duties described in this position vacancy announcement.

ONLOW COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
M/F/D/V

Position Responsibilities

This position is responsible for assisting in organizing, implementing, supervising and evaluating the athletic programs for the Onslow County Parks and Recreation Department. Duties include game site management, facility preparation and supervision of volunteer officer and coaches. Work as liaison with youth and adult sports programs. Enforce all Department policies, by-laws and rules. Supervise all regular season games. Maintain control of district officers, coaches, players, spectators and officials, when necessary, in order to avoid conflict.

Knowledge, Skills, and Abilities

Knowledge of:

- Recreational sports and activities;
- Modern principles and practices of athletic programs;
- Methods and principles of supervision and leadership skills.

Ability to:

- Understand and follow instructions in both oral and written form;
- Supervise and enforce rules and regulations in a firm and courteous manner;
- Resolve disputes with firmness and impartiality;
- Establish and maintain effective working relationships with associates, volunteers and the general public.

Minimum Education and Experience Requirements

High School Graduate with some knowledge of athletics and rules governing sports.

Special Requirements

None.