

## Pocahontas County Recreation Program Coordinator

The Pocahontas County Parks & Recreation Board is accepting applications for a Recreation Program Coordinator. The complete job description follows. More information and an application are available by calling 304-799-7386 or emailing [parksandrec@frontiernet.net](mailto:parksandrec@frontiernet.net).

Under general supervision of the Director, the program coordinator will:

Plan, develop, coordinate, implement and evaluate a variety of classes and recreational activities around Pocahontas County, including the Community Wellness Center. Teach classes and supervise activities as needed.

Promote activities through newspaper, radio, flyers, brochures and social media.

Manage Parks and Recreation social media and website.

Maintain program statistics, including participation and costs. Assist with maintaining use and income statistics for wellness center.

Assist with supervising, scheduling, cleaning and maintenance of community wellness center and parks.

Provide clerical support, register participants for programs, answer telephones, handle money, maintain correspondence with recreational users and respond to public inquiries about any facility or program.

Assist with training and supervision of part-time and seasonal personnel.

Assist with recruitment, training and supervision of volunteers.

Individual must: Demonstrate excellent communication skills, both oral and written;  
Be self-motivated and able to work independently;  
Be able to interact with all ages;  
Be flexible and able to maintain calm in a variety of situations;  
Be able to pass a background check and drug test;  
Positively reflect the values of Pocahontas County Parks & Recreation.

Bachelor's Degree in Recreation or related field preferred.

CPR & First aid certification required once employed.

This position is a full-time, year-round position with flexible hours that may include weekends and evenings. Individual must possess a valid driver's license and have reliable transportation for travel around the county.