



**COUNTY OF FLUVANNA**  
Invites applications for the position of:  
**Facilities and Program Assistant**

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**SALARY:** \$12.16 Hourly Rate/Part-Time (No-Benefits)

**OPENING DATE:** 11/22/2021

**CLOSING DATE:** Open until filled

**DESCRIPTION:**

The County of Fluvanna is recruiting for the position of Facilities and Program Assistant. This is a part-time position that provides leadership at the County facilities, fields, and activities as assigned following the mission, purpose, and policies of the Fluvanna County Parks and Recreation Department. Work is performed under the regular supervision of assigned full-time staff.

**EXAMPLES OF DUTIES:**

- Prepares facility, field, or gymnasium along with keeping accurate records of attendance, inventory, and maintenance as required
- Ensures that facilities and equipment used for all program activities are safe and serviceable
- Greets program participants/visitors/instructors; answers questions regarding programming and classes
- Assists with site set-up and clean-up for community events
- Supervises facilities and participants by enforcing program rules, regulations, and guidelines
- Receives and processes class registrations and rental applications
- Ensures facilities and fields are left in a secure condition by closing and locking all gates, windows, doors, and setting alarms
- Assisting with equipment pick up as required
- All other duties as assigned

**PHYSICAL DEMANDS:**

- Medium level work requiring exertion of 50 pounds of force occasionally, 20 pounds of force frequently, and 10 pounds of force constantly
- Position requires climbing, balancing, reaching, lifting, grasping, and repetitive motions
- Vocal communication is required for expressing or exchanging ideas utilizing spoken word
- Hearing is required to perceive information at normally spoken decibels
- Visual acuity is required for depth perception, peripheral vision, leading and supervising participant groups



## **REQUIRED QUALIFICATIONS:**

### **Required:**

- Must be at least 18 years of age and possess a valid Virginia Driver's License
- Graduation from an accredited high school or GED equivalent required

### **Preferred:**

- American Red Cross First Aid and CPR certifications preferred
- Experience in PC software applications such as Microsoft Office Suite is preferred

### **Customer Relationship, Loyalty, and Involvement**

- Ability to interpret, communicate, and promote Parks & Recreation mission, vision, and goals to volunteer leaders and the community
- Ability to support program/department initiatives related to customer retention
- Ability to build and maintain positive relationships with participants, customers, and staff
- Diplomacy, tact, and the ability to work with a variety of people, in a variety of situations

### **Operational Performance**

- Knowledge of operating procedures for County recreational facilities, fields, and activities
- Ability to work a varying schedule, which may include early mornings, evenings, late nights, weekends, and holiday shifts as needed
- Ability to respond to participants and the general public using courteous and effective communication to provide information and resolve conflicts as necessary
- Excellent oral and written communication skills; strong organizational skills and a flexible, adaptable work style

## **SUPPLEMENTAL INFORMATION:**

The position is open until filled.

Please Note: All County employees may be required to report to serve our customers during emergency conditions. While some will perform their regular duties, others may be assigned to report at a different time and location and to perform different duties from their regular jobs. Employees will either be deemed essential personnel and provide services that must continue regardless of or according to a state of emergency or will be deemed nonessential personnel that will be required to report to work in an emergency if they receive an assignment to shelter duty or other duty.

#4080 Facilities and Programs Assistant

APPLICATIONS MAY BE FILED ONLINE AT:

[www.fluvannacounty.org](http://www.fluvannacounty.org)

132 Main Street Palmyra, VA 22963

(434)591-1900 [jobs@fluvannacounty.org](mailto:jobs@fluvannacounty.org)

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