

Operations Manager (School Age Programs)

\$47,424 / year + **Full-Time County Benefits**; The CAPRA Nationally Accredited Parks and Recreation Department is seeking an enthusiastic leader with high professionalism and the ability to work in a team environment to develop, manage, implement and evaluate year-round state-licensed before and after school and summer camp, teen and youth programs and events for ages 3-14, for varying interest levels and special populations within the County.

Work schedule is generally Monday-Friday, 40 hours/week between the hours of 8am–5pm with some early mornings, evenings and weekends.

Responsibilities:

- Manage operations and service delivery of County-wide comprehensive programming to include state-licensed before and after school and summer camps, teen and youth programs and collaborate with other program areas such as neighborhoods, inclusion/therapeutic recreation and special events.
- Hire, lead, motivate, supervise, train and evaluate multiple full-time and part-time staff and volunteers.
- Foster partnerships; prepare, develop and monitor annual budget, performance measures and statistics, program and service evaluations and improvements, marketing efforts and other administrative functions for multiple program areas.
- Represent Parks and Recreation Department on committees, community agency boards, and councils and establishing cooperative programming with other agencies and human service organizations.

Requirements:

- Any combination of education and experience equivalent to a Bachelor's Degree in Recreation or related field, preferably from a National Recreation and Parks Association (NRPA) accredited college or university; Certified Park and Recreation Professional certification from the National Recreation and Park Association preferred.
- Considerable experience in state licensed programs, recreation program planning, implementation, and evaluation, and leading and supervising diverse staff and volunteers.
- Must possess, or obtain within 30 days of hire, a valid Virginia driver's license and an acceptable driving record.
- Must possess or obtain within 60 days of hire a Cardiopulmonary Resuscitation Certificate and a First Aid Certificate from the American Red Cross.
- Knowledge of varying types of demographics and associated needs; planning a wide range of recreation activities; growth and development and safety and health practices of varying age groups; safety and liability of facility, program or park; leadership techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff.
- Skill in use of computer software, especially Microsoft Office Suite.

[Click here](#) for full job description. **Accepting applications until 11:59pm EST on 03/29/2019.** For more information on James City County, please visit jamescitycountyva.gov. Inquiries can be sent via email or phone to hr@jamescitycountyva.gov, 757-253-6680.

To apply, please visit our Career Center at jobs.jamescitycountyva.gov.