

## **GRADUATE ASSISTANT, Harrisonburg City Parks and Recreation 2022-2023**

### **GENERAL INFORMATION:**

**PLEASE NOTE:** Applicants for this position **MUST** apply to the JMU Sport and Recreation Leadership master's degree program **BEFORE** applying for this GA position. If you apply to for this GA position without simultaneously or previously applying to the Sport and Recreation Leadership master's degree program, your GA application will **NOT** be considered. If you have any questions about this requirement, contact Ben Carr at [carrbh@jmu.edu](mailto:carrbh@jmu.edu).

**To Apply:** Please send a cover letter and resume to Dr. Ben Carr at [carrbh@jmu.edu](mailto:carrbh@jmu.edu). Please put "HCPR GA Application" in the subject line of the email.

Harrisonburg City Parks and Recreation is partnering with the James Madison University Sport and Recreation Leadership Master's degree program to offer this graduate assistant position. This is a unique experience where students will work with Harrison City Parks and Recreation to gain professional experience in facility, program and event management and attend classes at James Madison University. The Graduate Assistant will take an active role in facility scheduling, facility management, and can practice leadership within the workplace. Students will have the opportunity to learn and practice their risk management and critical thinking skills in this fun, exciting position in a state-of-the-art facility and full-service sports campus.

### **Duties and Responsibilities:**

This is a graduate assistant position for a student enrolled in the Sport and Recreation Leadership master's degree program. Duties include, but are not limited to:

Serve as primary assistant to Athletics Manager related to athletic programs, leagues and trainings. This will include, but is not limited to:

- Organizing, leading, and monitoring a variety of youth and adult athletic programs.
- Maintains rosters, registration forms, and enforces established league bylaws.
- Registers participants for youth and adult athletics.
- Ensures the proper setup of various sport-specific athletic fields, gymnasiums, and other athletic facilities.
- Assists with the preparation of social media content, flyers, and website content.

**Stipend:** \$8474

**Tuition:** Tuition provided

**Employment Dates:** 8/10/2022-5/9/2023