FLOYD COUNTY PARKS & RECREATION
COMMUNITY PROGRAMS COORDINATOR

Reports To: Director of Parks & Recreation
FLSA Status: Exempt
Salary Range: $35,000-40,000

Position Summary

The Community Programs Coordinator serves as the department's primary program development professional, responsible for creating innovative recreation opportunities that improve quality of life for residents of all ages. This position leads the development, implementation, marketing, and evaluation of senior services, youth programming, camps, community events, and new recreational initiatives while cultivating partnerships that expand recreation opportunities throughout Floyd County

Essential Duties and Responsibilities

Senior Programs

- Develop and administer year-round recreational, educational, wellness, and social programs for senior adults.
- Coordinate weekly activities, classes, trips, workshops, and special events.
- Recruit and supervise instructors, volunteers, and program leaders.
- Maintain relationships with senior-serving organizations and community partners.
- Evaluate participation and program effectiveness.

Special Events

- Plan, organize, and oversee community events, parades, holiday celebrations, and fundraisers.
- Coordinate vendors, entertainment, volunteers, permits, sponsorships, and event logistics.
- Lead event setup, operations, and breakdown.
- Develop post-event evaluations and recommendations for improvement.

Youth Summer Programs and Camps

- Develop and manage summer camps, day trips, and youth enrichment opportunities.
- Recruit, train, and supervise seasonal staff and volunteers.
- Coordinate registrations, schedules, transportation, supplies, and participant communications.
- Ensure a safe and positive environment for all participants.

Marketing and Community Outreach

- Assist with department social media, website updates, newsletters, and promotional materials.
- Assist with the development of the department brochure.
- Promote programs and events throughout the community.
- Support efforts to increase participation among underserved populations.

Administrative Responsibilities

- Create and maintain program records, attendance reports, and evaluations.
- Track revenues and expenditures associated with assigned programs.
- Assist with budget development and annual planning efforts.
- Assist the Director and Assistant Director with answering phone inquiries.
- Other tasks as assigned: field maintenance, league supervision, observation/recording safety inspections, etc

Community Partnerships

- Develop partnerships with schools, nonprofits, civic organizations, local businesses and surrounding parks and recreation departments.
- Coordinate joint programming with related agencies.
- Represent Floyd County Parks and Recreation at community/NRVSL meetings.

Preferred Qualifications

Bachelor's degree in Recreation, Parks and Recreation Administration, Event Management, Education, Public Administration, Communications, or a related field; or an equivalent combination of education and experience. One to three years of experience in recreation programming, event planning, youth services, or senior services. Valid Virginia Driver's License.

Working Conditions

- Regular in-office work required.
- Regular evening and weekend work required.
- Work performed in both office and outdoor environments.
- Frequent interaction with the public.