



**City of Danville
Department of Parks and Recreation**

**Summer 2017
Employment Opportunities**

**Mission Statement - Engaging Community and Enhancing Lives
through People, Places and Services**



Specialty Programs – Various Divisions

Instructor This position requires considerable experience in a specialized skill area or hobby such as tennis, sports and athletics, computers, gymnastics, outdoors, cheerleading, golf, dance, drama, art, etc. Prefer experience in teaching and leading others in learning the skill or specialty area. Responsible for the overall leading or teaching of the skill. Program could be based at various Recreation Centers, Parks or other Recreation Facilities. [Apply Now!](#)

Education, Experience or Requirements: - Prefer some college. Require extensive knowledge about and experience in the activity being lead or taught. Ability to work with the general public.

Rate of Pay Varies depending on experience.
Hours / Week Varies depending on specialty area, length of camp/program and the number of times offered.

Park Maintenance

Seasonal Maintenance Worker

Park Maintenance Public Service Worker (Park Maintenance Laborer) Conduct general maintenance of City parks, playgrounds and outdoor athletic facilities to include mowing, trimming, litter pick-up, ballfield preparation and some custodial duties. **Requires weekend, holiday and evening work.** [Apply Now!](#)

Education, Experience or Requirements: High school graduate at least 18 years old with possession of a valid driver's license.

Rate of Pay \$9.59
Hours / Week Working approximately 40 hours per week
Start & End Some beginning by March 1, others later. Ending Mid-November

Parks Services Facility Operator Assist in the supervision of picnic rentals, facilities and participants. Enforce rules and regulations. Provide good customer service. Complete necessary paperwork and reports. Require office work assisting in the reservation process during the week. **Requires frequent weekend, holiday and evening work.** [Apply Now!](#)

Education, Experience or Requirements: High school graduate at least 18 years old with possession of a valid driver's license.

Rate of Pay \$10.07 **Hours/Week** 25 – 30 hours per week

Sports and Athletics

Athletics Recreation Facility Operator - Supervises athletic fields, parks or other assigned recreation facilities; Maintains all established safety measures, provides first aid, issues and enforces rules and regulations and interprets guidelines; Maintains equipment security; Sets-up facility for public use and clean up for programs, rentals and athletic events; Opens, closes and secures building/facility and keys; Completes reports. **Requires weekend, holiday and evening work.** [Apply Now!](#)

Education, Experience or Requirements: – Prefer some college with experience in overseeing and supervision of athletic programs and facilities. Some experience in working with public. Ability to become certified in First Aid and CPR. Experience in maintaining scorebook is a plus.

Rate of Pay \$10.07 **Hours / Week** 15 – 25 hours per week
Starting & Ending Some positions beginning April 15, others later.

Athletics Recreation Sports Official - Officiate/supervise athletic events to insure all rules and regulations are adhered to and the safety of participants and spectators are protected; Maintain proper records. Assists in field preparation; Communicates final results of athletic activities to local news media and Sports and Athletics Division. [Apply Now!](#)

Education, Experience or Requirements: - Education and experience equivalent to graduation from high school. Prefer prior officiating experience; Ability to complete examination of rules; Ability to use proper judgment of rule interpretations and exemplify good mechanics; Ability to communicate with and work effectively with supervisors, general public and media.

Rate of Pay Varies by Sport **Hours / Week** Varies by season
Starting & Ending Varies by Sport and Season

Special Recreation

Therapeutic Recreation

Special Recreation Aide Assist in activities for individuals ages 5 to adulthood with impairments at Stonewall Therapeutic Recreation Center: arts/crafts, games, cooking and activities in aquatic settings. Excellent interaction skills required. [Apply Now!](#)

Education, Experience or Requirements: High school graduate and at least 18 years of age.

Rate of Pay \$9.13 **Hours / Week** 25 hours per week

Special Recreation Leader Lead activities for individuals ages 5 to adulthood with impairments at Stonewall Therapeutic Recreation Center: arts/crafts, games, cooking and activities in aquatic settings. Excellent interaction skills required. [Apply Now!](#)

Education, Experience or Requirements: Combination of at least one year of college and experience working with individuals with impairments.

Rate of Pay \$9.59 **Hours / Week** 25 hours per week

****Positions start in May and end in August, unless otherwise posted.****

Community Recreation **Summer Camps and Programs**

Community Recreation Site Supervisor This position will plan, direct, led and safely facilitates a variety of specialized activities, programs and events. Staff is responsible for overseeing all camp activities, safety and adhering to industry standards. Assists Program Coordinator plan, setup and implement a variety of activities and tasks. Prefer certifications in First Aide and CPR. [Apply Now!](#)

Education, Experience or Requirements: Prefer two years of college with focus in Recreation or related field and successful experience in recreation programming, working with children and youth in a recreation setting, and skills in public relations.

Rate of Pay \$11.10

Hours / Week 30 – 40 hours per week

Community Recreation Leader This position will assist the Site Supervisor and lead specialized activities in areas of arts and crafts, music, drama, dance, games or sports. Programs may be based at a Community Recreation Center or in a summer camp setting. [Apply Now!](#)

Education, Experience or Requirements: Combination of education and experience equivalent to graduation from high-school and completion of at least two years of college. Prefer experience in working with children and youth.

Rate of Pay \$9.59

Hours / Week 30 – 40 hours per week

Community Recreation Aide Will assist in all activities led by Recreation Leader and Site Supervisor. Program may be based at a Community Recreation Center. [Apply Now!](#)

Education, Experience or Requirements: Prefer graduation from High School and at least 18 years of age.

Rate of Pay \$9.13

Hours / Week 30 – 40 hours per week

Community Recreation Facility Operator This position will assist with overseeing and supervising Community Recreation facility rentals. Assist customers during facility rentals and birthday parties. Assist with supervision and direction of program participants. [Apply Now!](#)

Education, Experience or Requirements: Prefer some college and experience in recreation work. Ability to work with the general public.

Rate of Pay \$10.07

Hours / Week 20 – 30 hours per week

Community Park Programs Supervisor Plans, organizes and implements various community park programs, special events and community engagement programs with children. **Requires weekend, holiday and evening work.** [Apply Now!](#)

Education, Experience or Requirements: Prefer education and experience equivalent to an Associate Degree in leisure services or related field or enrolled in college with related degree being pursued. Some experience leading youth programs and activities. Must be able to work with different populations and adapt to various work conditions. Must have a valid driver's license and ability to be certified in First Aid and CPR.

Rate of Pay \$11.10

Hours/Week 25 – 30 hours per week

Community Park Program Leader Assist in park programs, special events and various community programs by providing support for the program supervisors for both daily programs and special events. [Apply Now!](#)

Education, Experience or Requirements: Prefer at least one year of college and some experience leading youth programs and activities. Must have a valid driver's license and ability to be certified in First Aid and CPR.

Rate of Pay \$9.59

Hours/Week 25 - 30 hours per week

Outdoor Adventure Supervisor Plan, organize and lead daily activities to include: teambuilding, outdoor crafts, kayaking, canoeing, rock climbing and hiking/camping trips for mixed aged campers. Must supervise employees and complete necessary paperwork. [Apply Now!](#)

Education, Experience or Requirements: Prefer college graduate with degree in Outdoor Recreation. Strongly prefer training and experience leading groups in at least two of the following skill areas: hiking/camping, teambuilding, kayaking, canoeing or climbing. Must have a valid driver's license and ability to be certified in First Aid and CPR.

Rate of Pay \$11.10

Hours/Week 40 hours per week

Outdoor Adventure Leader Assist in adventure camp, working with the program supervisor to develop and implement various camp activities for campers. [Apply Now!](#)

Education, Experience or Requirements: Prefer at least one year of college. Strongly prefer training and experience leading groups in at least two of the following areas; hiking/camping, teambuilding, kayaking, canoeing or climbing. Must have a valid driver's license and ability to be certified in First Aid and CPR.

Rate of Pay \$9.59

Hours/Week 40 hours per week

****Positions start in May and end in August, unless otherwise posted.****

We're on the Web!
www.playdanvilleva.com

**Internships are
available!**

**Contact us for more
information**

(434)799-5200

recreationrex@danvilleva.gov

[Applications online](#)



Visit us on Facebook
[www.facebook.com/
DanvilleParksAndRecreation](http://www.facebook.com/DanvilleParksAndRecreation)

Danville ... Happy & Healthy

The Hiring Process

- ◆ Applications are taken online only. Go to the City of Danville's Home Page www.danville-va.gov click on Employment Opportunities and view job postings. Create your own account and submit an application online. Positions are listed separately, an application must be submitted for each position of interest.
- ◆ Qualifying applicants will be called for interviews. Reference checks are required.
- ◆ The city maintains a drug free/alcohol free working environment. All candidates recommended for a position are required to satisfactorily complete various pre-employment requirements.
- ◆ To work a summer job, hires are required to attend training and be able to work the entire course of the program schedule in which they might be hired to work (9-weeks, 6-weeks, etc.)



*Hiring for
Summer begins as
early as February
and the majority
of jobs are filled
by April.*

[Apply Today!](#)

Danville Parks and Recreation Locations and Contact Information

Community Recreation Division

City Auditorium Recreation Center

125 Floyd Street, Danville, VA
Phone: 799-5150 Fax: 799-6562

Division Director: Jason Bookheimer
bookhjl@danvilleva.gov

Recreation Grant Specialist: Jon Wilson
wilsoja@danvilleva.gov

Health and Wellness Programs

Program Coordinator: Danielle Montague
montadr@danvilleva.gov

Community Recreation Programs

Program Coordinator: Morgan Kerns
kernsm@danvilleva.gov

Community Recreation Out of School

Program Coordinator: Brittney Harrison
bharrison@danvilleva.gov

Community Recreation Outdoor Programs

Program Coordinator: Kyle Autrey
autrekw@danvilleva.gov

Stonewall Youth Center

119 Bradley Road, Danville
Supervisor: Judy Fallen
Phone: 773-8242

Sports and Athletics Division

Squire Recreation Center

3194 North Main Street, Danville
Phone: 799-5214 Fax: 797-8896

Division Director: Jimmy Floyd
floydjh@danvilleva.gov

Program Coordinator: Justin Price
pricejg@danvilleva.gov

Parks and Recreation Main Office

125 Floyd Street, PO Box 3300
Danville, VA 24543

Phone: 799-5200 Fax: 799-6562

parksrec@danvilleva.gov

Director: Bill Sgrinia

sgriwo@danvilleva.gov

Account & Projects Manager: Gina Craig

craiggs@danvilleva.gov

Communications Specialist: Russell Carter

carterr@danvilleva.gov

Senior Secretary: Patty Farthing

Patty.Farthing@danvilleva.gov

Administrative Specialist: Vicki Trent

trentvts@danvilleva.gov

The Crossing at the Dan

Community Market

Carrington Pavilion

Pepsi Building

Craghead Street, Danville

Phone: 797-8961 Fax: 797-8962

Program Coordinator: Kenny Porzio

porziks@danvilleva.gov

Park Services/Maintenance Divisions

Ballou Park

760 West Main Street, Danville

Phone: 799-5215 Fax: 797-8996

Division Director: Rande Brown

brownrl@danvilleva.gov

Parks and Recreation Facilities and Services Planner:

Emily Ragsdale

ragdses@danvilleva.gov

Park Rentals Supervisor: Winfred Fallen

fallewc@danvilleva.gov

Curb Market - Parks Supervisor: Chris Ayers

ayersjc@danvilleva.gov

Dan Daniel - Crew Supervisor: Ryan Brown

brownrcr@danvilleva.gov

Danville Public Library

511 Patton Street, Danville

Phone: 799-5195 Fax: 799-5172

Library Director: Joe Zappacosta

zappajw@danvilleva.gov

Special Recreation Division

Division Director: Lisa Ferguson

fergul@danvilleva.gov

Danville Welcome Center

645 River Park Drive, Danville

Phone: 434-793-INFO (4636)

Fax: 434-793-8198

Welcome Center Manager: Bernice Moore

moorebe@danvilleva.gov

Account Clerk: Nicole Jackson

jacksnn@danvilleva.gov

Program Coordinator: VACANT

fergul@danvilleva.gov

Ballou Recreation Center (Seniors)

760 West Main Street, Danville Office

Phone: 799-5216 Fax: 797-8902

Transportation Phone: 797-8994

seniors@danvilleva.gov

Program Coordinator: Ericka Bynum

bymunem@danvilleva.gov

Recreation Grant Specialist: Cindy Jones

jonesci@danvilleva.gov

Stonewall Therapeutic Recreation Center

119 Bradley Road, Danville

Phone: 799-5199 or 799-5218

Program Coordinator: Charlene Presley

preslci@danvilleva.gov