

County of Amelia, Virginia

JOB OPPORTUNITY

Amelia County Parks and Recreation Department



Adult Sport Coordinator

Under the supervision of the Director, the adult sports league coordinator will be responsible for planning, scheduling, score reporting/statistics, and moderating adult sports including but not limited to women's volleyball and softball. Schedule umpires as required. Responsible for sport set-up, break-down, and open/close procedure for sport field/facility used. Provide exceptional customer service throughout the season and during tournaments. Must have strong communication skills and be knowledgeable of sport programs supported. Candidate will support all business operations including but not limited to cash handling, collect fees, policies, and reporting.