



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

**Summer 2020
Employment Opportunities**

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



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

Park Services

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. Requires 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
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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

Special Recreation Aide (Therapeutic Rec) Assist in activities for individuals ages five 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
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Special Recreation Leader (Therapeutic Rec) Lead activities for individuals ages five 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
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Special Recreation Leader (Ballou Park Seniors) Lead activities for individuals ages seven to senior citizens at Ballou Recreation Center: arts/crafts, games, cooking, outdoor activities and activities in aquatic settings. Excellent interaction skills required. Person will be required to lead activities for a intergenerational camp for children and their grandparents. **[Apply Now!](#)**

Education, Experience or Requirements: Prefer at least one year of college and some experience leading youth programs and activities. Prefer someone who enjoys working with senior adults. 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
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****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, lead and safely facilitate 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 working with children and youth.

Rate of Pay \$9.59

Hours / Week 30 – 40 hours per week

Community Recreation Aide Will assist with 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 a Community Recreation Facility. 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

Outdoor Park Programs Supervisor Plans, organizes and implements various outdoor programs, special events and environmental education. **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 outdoor degree being pursued. Some experience leading outdoor programs and nature 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

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

Education, Experience or Requirements: Prefer at least one year of college and some experience leading outdoor programs and nature 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 Camp Supervisor Plan, organize and lead daily camp activities to include: teambuilding, outdoor crafts, kayaking, canoeing, rock climbing and hiking/camping trips for mixed aged campers. Must supervise camp 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 Camp 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



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

Health and Wellness Programs

Program Coordinator: Danielle Montague
montadr@danvilleva.gov
Recreation Grant Specialist: Jon Wilson
wilsoja@danvilleva.gov

Community Recreation Programs

Program Coordinator: Kara Robertson
roberkp@danvilleva.gov

Community Recreation Out of School

Program Coordinator: Megan Lawson
lawsome@danvilleva.gov

Community Recreation Outdoor Programs

Program Coordinator: Caroline Turner
turnecd@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: VACANT
floydjh@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
sgrinwo@danvilleva.gov

Division Director of Administration: Gina Craig

craiggs@danvilleva.gov
Communications Specialist: Russell Carter
carterr@danvilleva.gov

Senior Secretary: Patty Farthing

Patty.Farthing@danvilleva.gov
Secretary: 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 Division

Ballou Park

760 West Main Street, Danville
Phone: 799-5215 Fax: 797-8996
Division Director: Emily Ragsdale
ragdes@danvilleva.gov
Park Rentals Supervisor: Winfred Fallen
fallewc@danvilleva.gov

Danville Public Library

511 Patton Street, Danville
Phone: 799-5195 Fax: 799-5172
Library Director: Russell Carter
carterr@danvilleva.gov

Park Maintenance Division

Ballou Park

760 West Main Street, Danville
Phone: 799-5215 Fax: 797-8996
Division Director: Rande Brown
brownrl@danvilleva.gov
Curb Market - Parks Supervisor: Chris Ayers
ayersjc@danvilleva.gov
Dan Daniel - Crew Supervisor: Ryan Brown
brownrcr@danvilleva.gov

Special Recreation Division

Division Director: Lisa Ferguson
fergulg@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: Taylor Roberts
roberta@danvilleva.gov

Ballou Recreation Center (Seniors)

760 West Main Street, Danville Office
Phone: 799-5216 Fax: 797-8902
Program Coordinator: Sophia Bolakas
bolaksg@danvilleva.gov
Program Supervisor: Takiyah Linder
lindetm@danvilleva.gov

Stonewall Therapeutic Recreation Center

119 Bradley Road, Danville
Phone: 799-5199 or 799-5218
Program Coordinator: Charlene Presley
preslcj@danvilleva.gov