



# Town of Belville

## North Carolina

### Position of

# Parks and Recreation Director

## Position Summary

The Parks & Recreation Director plans, organizes, directs, and evaluates all parks, recreation, and community programming and facilities for the Town. This leadership role includes program development, facility scheduling, budget oversight, community engagement, volunteer and staff supervision, and grant writing/funding efforts. The Director works closely with the Assistant Town Manager, elected officials, community partners, and citizens to enhance quality of life through accessible and safe outdoor spaces and recreational opportunities.

**Salary & Benefits:** Salary dependent on qualifications and experience. Comprehensive benefits package includes health insurance, retirement, paid leave, and training opportunities.

Position will remain open until filled.

## Essential Duties and Responsibilities

### Program & Facilities Management

- Plan, organize, implement, and evaluate recreation programs, sports leagues, classes, and special events for all ages.
- Oversee scheduling, use, maintenance, and safety of parks, recreation buildings, and outdoor spaces.
- Ensure facilities and programs meet health, safety, and accessibility standards.

### Administrative & Financial

- Assist in preparing and managing the department budget; track expenditures and revenue.
- Develop short- and long-range programming and capital plans for parks and recreation.
- Maintain records for participation, financials, facility use, and program evaluation.

### Community Outreach & Partnerships

- Promote programs, activities, and events through communications and community engagement.
- Collaborate with community organizations, volunteers, schools, and civic groups.
- Serve as primary contact for public inquiries regarding parks and recreation services.

### Personnel & Supervision

- Recruit, train, schedule, and supervise part-time, seasonal, and volunteer staff when applicable.
- Ensure effective performance and adherence to Town policies and safety procedures.

### Grants & Resource Development

- Identify, write, and administer grants and alternative funding opportunities to support facility improvements and program growth.

### Other Duties

- Attend council meetings and serve on committees as assigned.
- Perform other related duties as required by the Town Manager.



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### Knowledge, Skills, and Abilities

- Strong communication and interpersonal skills with all age groups.
- Organizational, planning, and budget management capabilities.
- Proficiency with basic office software and facility scheduling tools.
- Ability to work occasional evenings, weekends, and special events.

### Minimum Qualifications

#### **Education & Experience**

- Bachelor's degree in Recreation & Park Administration, Public Administration, Leisure Studies, or related field.
- At least 3–5 years of progressively responsible experience in parks and recreation, municipal government, programming, or community services. (Smaller towns may accept equivalent experience.)
- Demonstrated experience in community programming, operations, and event coordination.

#### **Preferred Credentials**

- Master's degree in a relevant field is a plus.
- Certified Parks & Recreation Professional (CPRP) or equivalent professional certification preferred.

#### **Licenses & Certifications**

- Valid North Carolina driver's license.
- First Aid/CPR certification preferred or must be obtained after hire.

### Physical and Working Conditions

#### **Work Environment**

This position is primarily office-based with frequent time spent outdoors supervising programs and facilities. May involve standing, walking, and occasional physical tasks associated with field visits and event coordination.

#### **Physical Requirements**

Ability to operate standard office equipment, communicate effectively, and interact with the public. Some positions may involve light physical activity during events and site inspections.

**This job description does not create an employment contract, implied or otherwise.**

**The Town of Belville is an equal opportunity employer.**



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### About Belville

#### Our Community

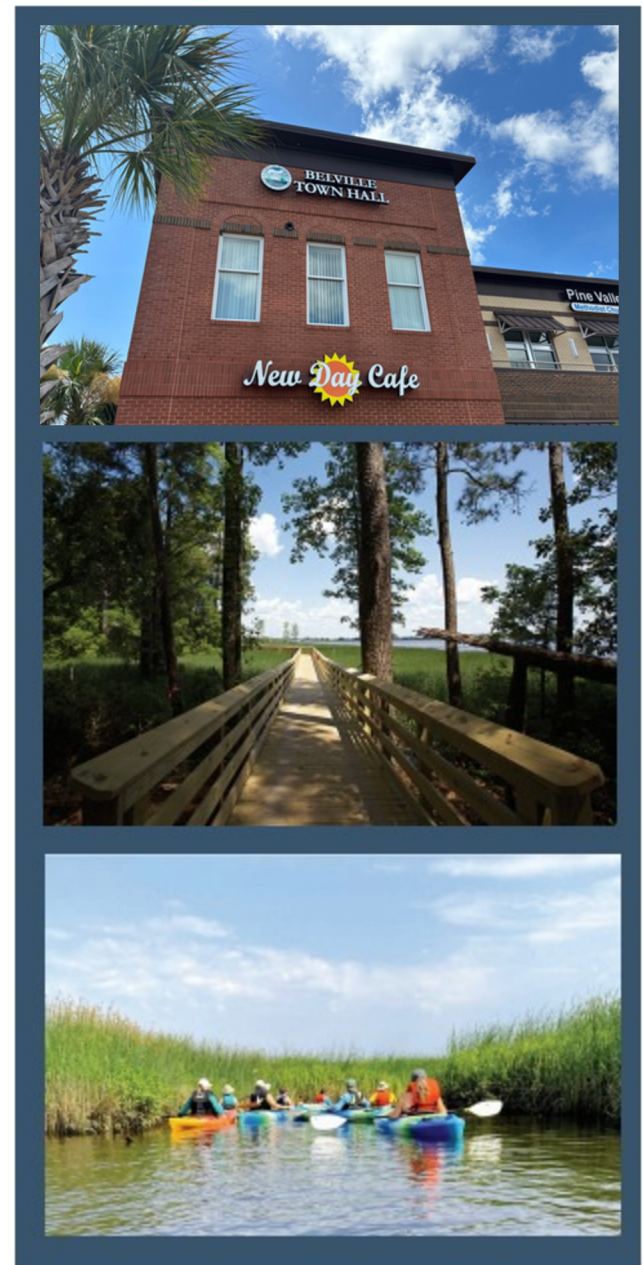
Located in Brunswick County, the Town of Belville has a geographical area of 1.9 square miles, and a population of 3,100. Our town borders the Brunswick River and is located five miles from the Cape Fear River and historic downtown Wilmington, and is a short drive to numerous beaches in Brunswick and New Hanover Counties. Brunswick County is one of the fastest growing counties in North Carolina.

#### Our Vision Statement

The Town of Belville is committed to maintaining its distinctive Small Town Character and taking a leadership role in revitalization. We are focused on historical education, recreation, and a place for our citizens and businesses to thrive.

#### Our Focus

We recognize the need to be good stewards of our natural spaces, to foster a culture of engaged community members, and grow and develop our town responsibly. Belville is focused on economic development and revitalization, and desires to create a community for people to live, work, and shop. Our Vision 2030 Plan aims to achieve our goals of smart growth and continued improvement. We maintain close ties to surrounding municipalities with the mindset that improvement and progress is a team effort.



### How to Apply

To apply, please complete our Employment Application and submit it along with your resume through one of the following methods:

1. Email materials to [townmanager@townofbelville.com](mailto:townmanager@townofbelville.com) OR
2. Mail materials to 497 Olde Waterford Way, Suite 200 Belville, NC 28451, Attention: Town Manager.

Application Form can be found at <https://townofbelville.com/jobs/>