

Job Title: Assistant Director, A. D. Lewis Community Center

Department: Planning and Development

Status: Full-time

Salary Range: \$45,932-\$52,249



Job Description: See below

Candidates should submit cover letter and resume to Human Resources Director Sherry Lewis via email at lewiss@huntingtonwv.gov. They may also apply in person at City Hall, Room 145 – HR Office, or complete the online application at www.cityofhuntington.com. Click on City Government > Employment Opportunities > Apply for a Job > Online Application. Applications/resumes will be received through the close of business on Tuesday, 8/18/2026. EOE

ASSISTANT DIRECTOR, A. D. LEWIS COMMUNITY CENTER

Job Category: Administrative

Department: Planning and Development

Division: A. D. Lewis Community Center

Job Code No.: CDBG-17

Pay Grade: A12

FLSA Status: Exempt

NATURE OF WORK

This is a highly responsible administrative and supervisory position assisting in the operation and maintenance of the facility and in the implementation and coordination of a variety of activities at the Center. This includes the development and implementation of indoor and outdoor programs in consultation with the Center Director. Work involves assisting in the orientation, training, and supervision of staff members, including part-time and seasonal employees and volunteers. The employee reports to the Center Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in planning, organizing, coordinating and promoting a variety of activities and events for various age and special-interest groups.
- Assists in supervising personnel at the Center, including volunteers. Explains principles, techniques and safety procedures of program activities to participants and demonstrates use of materials and equipment.
- Assists in the orientation and training of Center workers, including part-time staff and volunteers, and in the development and implementation of in-service training opportunities for employees.
- Assists the Director in compiling the financial, attendance, and monthly and annual reports.
- Assists in the preparation of the annual budget.
- Responsible for assisting in the inspections of buildings, grounds, and equipment and keeping the public from harm and safety; inspects facilities for cleanliness, maintenance needs and compliance with health and safety regulations; ensures all buildings, facilities, grounds, and equipment are well-maintained and assists in assigning staff and resources to accomplish this task.
- Conducts activities and instructs participants in the development of skills.
- Schedules facility activities and maintains record of programs.
- Ascertains and interprets group interests, evaluates equipment and facilities and adapts activities to meet participants' needs.
- Maintains inventory lists and other administrative matters pertaining to programs.
- Promotes, organizes, and fosters good relationships with the community, special-interest groups and with other agencies serving the area in determination of recreational needs and interests.
- Works in the community to acquire resources for programming and operations at the Center.
- Assists in the enforcement of laws, safety regulations, and establishment of rules concerning personal or patrol behavior. Confers with patrons or employees to resolve grievances or work problems.
- Fills in for the Director in that person's absence.

- Promotes courtesy and professionalism throughout the City of Huntington.
- Other duties as assigned.

MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS

- Graduation from a four-year college or university with appropriate major course work; responsible administrative or supervisory experience; or any equivalent combination of education and experience.
- Valid driver's license from state in which employee resides.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of modern office practices, procedures, systems and equipment.
- Knowledge of Federal and State programs and ability to operate within their parameters.
- Personal skill in several areas of recreation leadership and ability to administer a complete program of activities.
- Demonstrated ability to plan, implement and supervise recreational activities, training, support and other programs for all age groups.
- Ability to organize, inspire and motivate others.
- Ability to establish and maintain effective working relationships with fellow employees and the public.
- Ability to communicate effectively with community groups and individuals, both verbally and in writing.
- Ability to work with individuals with low literacy levels, varying lifestyle choices and varying socio-economic levels.
- Ability to work irregular hours.
- Ability to handle confidential information and matters in a discreet and professional manner.

TOOLS AND EQUIPMENT USED

Motor vehicle, telephone, computer, printer, calculator, copy machine, and a variety of sports and athletic equipment.

PHYSICAL DEMANDS

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, talk, see, hear, and smell. The employee may occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately loud.

SUMMARY

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the City as the need arises.