

**BOARD MEMBERS**

Nathan Carter  
Danny Crigler  
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Kendall Fears  
Edwarren Frazier  
Dave Sisson  
Clay Jackson  
Jonathon Weakley

# Madison Parks and Recreation Authority

**MANAGER**

Jerry Carpenter  
**RECREATION PROGRAM  
COORDINATOR**  
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Madison, Virginia 22727  
540-308-1247  
[mcparksrec@gmail.com](mailto:mcparksrec@gmail.com)  
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## Parks & Recreation Mission Statement

The mission of the Madison County Parks and Recreation Authority is to create recreational opportunities for growth and enhancement by developing diverse services and programs that promote citizen involvement and a strong sense of community, while striving to increase the social, cultural and physical well-being of our residents and visitors.

**Parks and Recreation Authority Goals:**

- Provide clean and safe parks, green spaces, and recreational facilities
- Provide efficient services to Madison County residents regardless of income, background, and ability
- Effectively plan for the future needs of Madison County Residents
- Continually strive to improve existing facilities while seeking opportunities for future development
- Create a partnership with the Madison County community to improve the quality of life for all citizens

## Madison Parks and Recreation Authority

### JOB DESCRIPTION

Title: Secretary/Bookkeeper

WORK WEEK: M-F, Weekends as required

PART-TIME, Max 20 Hours/Week, No benefits

Closing Date: 02/28/19

Madison County Parks and Recreation Authority is seeking a qualified individual to serve as a Secretary/Bookkeeper. The Secretary/Bookkeeper will assist the Parks and Recreation Manager in bookkeeping, registrations, ordering supplies and other general office duties.

**Duties:**

- Manages Quickbooks data and reports
- Provides day-to-day bookkeeping
- Processes bi-monthly payroll
- Coordinates with Recreation Manager regarding expenses and revenue

- Handles all cash, billing and collection within the service area in compliance with the County and MCPRA's cash handling policies and procedures
- Provides input in determining future budgets to accommodate program needs and expansion
- Provides accurate credit card purchase reports monthly
- Oversees all participant registration information and payments
- Orders supplies and equipment for office, youth sports programs and PRA events
- Maintains communication with Madison County School Board and the County of Madison to assist in program implementation and facility usage
- Assists Manager and Recreation Coordinator in planning of youth and adult programs at various sites
- Maintains all necessary insurance certificates, licenses and applications for events
- Assists in planning, promoting, and executing special events
- Assists in coordinating facility reservations for PRA programs and athletics
- Assists in on-site supervision for youth programs and events
- Communicates with general public daily about facility amenities, program information and reservation information
- Assists in managing social media accounts
- Organizes volunteers working for events
- Make bank deposits, pick up mail, pick up supplies as required
- Assists in the operations of Hoover Ridge Park and Madison Recreation Facility, including marking fields, mowing trails, etc. as needed
- Assists with fundraising efforts and recruiting sponsorships for MCPRA and MCPRA events.

**Education and Experience:**

- Four-Year College Degree or Associate's Degree in accounting or business preferred, or three years of progressively-responsible experience in bookkeeping or data management, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**Qualified applicant:**

- Should have significant knowledge in bookkeeping, data entry and in working in Quickbooks.
- Must be able to work in a variety of programs including Quickbooks, Microsoft Office Programs, and Registration programs
- Must be organized and be able to manage a variety of tasks.
- Must be willing to work special events on weekends or evenings as required.

**Other Requirements:**

- Must have valid Virginia Driver's License and acceptable driving record
- Must complete criminal background check prior to employment

# County of Madison, Virginia

An Equal Opportunity Employer

Send this application to:  
**County Administrator's Office**  
302 Thrift Road  
PO Box 705  
Madison, VA 22727

## Application for Employment

Each Application Requires an Original Signature on the Application

Please print in ink (preferably black) or use typewriter

Number of attachments \_\_\_\_\_

Position number \_\_\_\_\_

Employees of the County of Madison and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age.

As a means of accommodation to persons with specific disabilities that prevent them from completing this application, confidential assistance in filling out this application may be obtained by calling the agency to which you are applying.

1. Position applied for \_\_\_\_\_ 2. Department \_\_\_\_\_  
(one per application)

3. Full legal name \_\_\_\_\_ 5a. Home Phone ( ) \_\_\_\_\_  
Last First Middle

4. Address \_\_\_\_\_ 5b. Cell Phone ( ) \_\_\_\_\_

\_\_\_\_\_ 6. Email \_\_\_\_\_  
City State Zip

### 7. EDUCATION

- a. Check highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 Year Completed \_\_\_\_\_
- b. If you did not complete high school, do you have a high school equivalency diploma? Yes No Date \_\_\_\_\_
- c. Check number of years of post high school education 1 2 3 4 5 6 7

Name and Location of Institution	Hrs	Degree Received	Major or Specialty	Minor	Dates Attended
1. _____					
2. _____					
3. _____					

d. If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected completion date: \_\_\_\_\_

- 8. **EXPERIENCE** — Use Supplementary Experience Form(s) for additional space. Starting with the most recent, describe ALL paid, military and applicable voluntary experience. Highlight your knowledge, skills and abilities which best demonstrate your qualifications for this position. You may list significantly different jobs within the same organization as separate items. May we contact your present supervisor? Yes No

a. **Job Title** \_\_\_\_\_ **Duties:** \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Phone \_\_\_\_\_  
 Type of business \_\_\_\_\_  
 Immediate supervisor \_\_\_\_\_  
 Title \_\_\_\_\_ Number and titles of employees you supervised \_\_\_\_\_  
 Salary (start) \_\_\_\_\_ (finish) \_\_\_\_\_ Equipment used \_\_\_\_\_  
 Dates (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
 Full-time  Part-time  Hours/week \_\_\_\_\_ Your name if different from present \_\_\_\_\_

b. **Job Title** \_\_\_\_\_ **Duties:** \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Phone \_\_\_\_\_  
 Type of business \_\_\_\_\_  
 Immediate supervisor \_\_\_\_\_  
 Title \_\_\_\_\_ Number and titles of employees you supervised \_\_\_\_\_  
 Salary (start) \_\_\_\_\_ (finish) \_\_\_\_\_ Equipment used \_\_\_\_\_  
 Dates (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
 Full-time  Part-time  Hours/week \_\_\_\_\_ Your name if different from present \_\_\_\_\_

c. **Job Title** \_\_\_\_\_ **Duties:** \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Phone \_\_\_\_\_  
 Type of business \_\_\_\_\_  
 Immediate supervisor \_\_\_\_\_  
 Title \_\_\_\_\_ Number and titles of employees you supervised \_\_\_\_\_  
 Salary (start) \_\_\_\_\_ (finish) \_\_\_\_\_ Equipment used \_\_\_\_\_  
 Dates (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
 Full-time  Part-time  Hours/week \_\_\_\_\_ Your name if different from present \_\_\_\_\_

d. Use this space for any additional information you think would help us evaluate your application, including training, seminars, workshops, and special achievements or specialized skills: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

e. Automated word processing (specify equipment) \_\_\_\_\_  
 Typing speed \_\_\_\_\_ words per minute. Shorthand speed \_\_\_\_\_ words per minute

f. License (to include driver's), certificate or other authorization to practice a trade or profession.

Type	License Number	Granted by (licensing board)

9. **REFERENCES**

List names, addresses and relationships of three persons not related to you who know your qualifications:

Name	Address	Phone	Relationship

10. **MISCELLANEOUS**

- a. Check which shift you will accept: Day Evening Night Rotating Weekends Specify shift hours \_\_\_\_\_
- b. Check which job status you would accept: Full-time Part-time (specify) \_\_\_\_\_
- c. Check which employment status you'd accept: Salaried (benefits) Hourly (No benefits) Part-time (No benefits)
- d. Are you willing to accept employment which requires you to travel? No Yes. If yes, During the day only, Occasionally overnight, Frequently overnight.
- e. For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States? Yes No. Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.
- f. Are you willing to provide your own transportation if necessary for your employment? Yes No.
- g. For purposes of compliance with Section 2.1-112 of the Code of Virginia, have you ever served in the Armed Forces of the United States during the following dates? (Check the appropriate dates): World War I--4/16/17-4/1/20; World War II--12/7/41-12/31/46; Korean Conflict--6/27/50-1/31/55; Vietnam Conflict--8/5/64-3/7/75; None of the dates shown, but I did serve in the military.
- h. Have you ever been convicted\* of a law violation(s), including moving traffic violations Yes No If YES, please provide the excluding Following: Description of offense:

Statute or ordinance (if known):	Date of Charge:	Date of Conviction:
County, City, State of Conviction: _____	_____	_____

(For additional convictions use plain paper. Include all information listed above.)

\*Convictions include Virginia juvenile adjudications for Capital Murder, First and Second Degree Murder, Lynching, or Aggravated Assaults Malicious Wounding, if you were age fourteen (14) to eighteen (18) when charged.

11. When will you be available to start work? (No date is necessary if you are available as soon as you give two (2) weeks notice.)

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

12. **CERTIFICATION--Each Application Requires an Original Signature on the application**

I hereby certify that all entries on both sides and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment in the service of the County of Madison, Virginia. I understand that all information on this application is subject to verification. I also consent to references and former employers and educational institutions listed being contacted regarding this application. I further authorize the County of Madison, Virginia to rely upon and use, as it sees fit any information received from such contacts. Information contained on this application may be disseminated to other agencies, nongovernmental organizations or systems on a need-to-know basis for good cause shown as determined by the agency head or designee.

Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_

Supplementary Experience Form

Name

Position Applied For

**Job Title** \_\_\_\_\_ **Duties:** \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_  
Type of business \_\_\_\_\_  
Immediate supervisor \_\_\_\_\_  
Title \_\_\_\_\_  
Salary (start) \_\_\_\_\_ (finish) \_\_\_\_\_  
Dates (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_  
Full-time  Part-time  Hours/week \_\_\_\_\_  
Number and titles of employees you supervised \_\_\_\_\_  
Equipment used \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Your name if different from present \_\_\_\_\_

**Job Title** \_\_\_\_\_ **Duties:** \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_  
Type of business \_\_\_\_\_  
Immediate supervisor \_\_\_\_\_  
Title \_\_\_\_\_  
Salary (start) \_\_\_\_\_ (finish) \_\_\_\_\_  
Dates (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_  
Full-time  Part-time  Hours/week \_\_\_\_\_  
Number and titles of employees you supervised \_\_\_\_\_  
Equipment used \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Your name if different from present \_\_\_\_\_

**Job Title** \_\_\_\_\_ **Duties:** \_\_\_\_\_  
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Your name if different from present \_\_\_\_\_

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Employer \_\_\_\_\_  
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\_\_\_\_\_  
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Type of business \_\_\_\_\_  
Immediate supervisor \_\_\_\_\_  
Title \_\_\_\_\_  
Salary (start) \_\_\_\_\_ (finish) \_\_\_\_\_  
Dates (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_  
Full-time  Part-time  Hours/week \_\_\_\_\_  
Number and titles of employees you supervised \_\_\_\_\_  
Equipment used \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Your name if different from present \_\_\_\_\_

**Job Title** \_\_\_\_\_ **Duties:** \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_  
Type of business \_\_\_\_\_  
Immediate supervisor \_\_\_\_\_  
Title \_\_\_\_\_  
Salary (start) \_\_\_\_\_ (finish) \_\_\_\_\_  
Dates (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_  
Full-time  Part-time  Hours/week \_\_\_\_\_  
Number and titles of employees you supervised \_\_\_\_\_  
Equipment used \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Your name if different from present \_\_\_\_\_

Pursuant to Federal regulations, we collect responses to the questions below for record keeping purposes. This information will NOT be kept with your application for employment. Federal law prohibits unlawful discrimination on the basis of race, color, sex, age, national origin, religion, or disability.

Check the block for the racial or ethnic group with which you identify:

- White (includes Arabian)
- Black (includes Jamaican, Bahamians and other Caribbeans of African but not Hispanic or Arabian descent)
- Hispanic (includes persons of Mexican, Puerto Rican, Central or South American or other Spanish origin or culture)
- Asian and Asian American (includes Pakistanis, Indians, and Pacific Islanders)
- American Indians (includes Alaskans)

Check the block for the highest level of education that you have completed (check only one)

- Less than 8<sup>th</sup> grade
- Completed 8<sup>th</sup> grade
- Attended high school
- High school graduate or equivalent
- Attended college and/or associate degree
- College graduate
- Attended graduate school
- Master's degree
- Graduate study beyond master's requirements
- Ph.D. or professional degree

Check the appropriate block:

- Female
- Male

Please indicate your date of birth:      /      /     

Position applied for:

How did you find out about this employment opportunity?

- Newspaper: specify name of newspaper
- Radio/TV: specify name of Media
- VEC
- State Recruit System
- Agency Bulletin Board
- Other: Please specify

For office use only: EEO Category: \_\_\_\_\_