

BOARD OF COMMISSIONERS
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COUNTY MANAGER
Jaime Laughter
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101 South Broad Street
Brevard, NC 28712

July 17, 2017

POSITION VACANCY

CLASSIFICATION: Recreation Assistant – Special Olympics
SALARY GRADE: 5
PAY RATE: \$11.11 per hour - Nights and weekends mostly
DEPARTMENT: Parks & Recreation

QUALIFICATIONS & DUTIES: Performs administrative, customer service and recreational assistance for Special Olympics, schedule programs and facility usage for Special Olympics. Provides support to staff including reporting, correspondence, recruiting volunteers, publicizing programs & activities; coordinates with staff for the successful implementation of Special Olympics programs; and perform other duties as assigned or needed.

EDUCATION & EXPERIENCE: High School diploma or GED with moderate experience in a customer service field or equivalent combination of education and experience. General knowledge of the principles and practices of office administration, recreation, and Special Olympics programs; and knowledge of resources, materials and facilities utilized in public recreational programs would be preferred. Computer skills are a necessity.

APPLICATION DEADLINE: August 4, 2017

APPLICATION PROCESS: Submit a State Application (PD107) to the NC Works JobLink Career Center located on the campus of Blue Ridge Community College prior to the deadline date. EOE.