

BOARD OF COMMISSIONERS
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COUNTY MANAGER
Jaime Laughter
Fax 828-884-3119
101 South Broad Street
Brevard, NC 28712

June 22, 2018

POSITION VACANCY

CLASSIFICATION: Recreation Assistant
SALARY GRADE: 5
PAY RATE: \$11.11 per hour - Up to 20 hours per week
DEPARTMENT: Parks & Recreation

QUALIFICATIONS & DUTIES: Performs administrative, customer service and recreational assistance for recreational activities, programs, facility usage and related work within the Parks and Recreation Department and Silvermont. Provides support to all staff including reporting, correspondence, recruiting volunteer, publicizing programs & activities; coordinates with staff for the successful implementation of 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 community recreation activities; and knowledge of resources, materials and facilities utilized in public recreational programs would be preferred. Computer skills are a necessity.

APPLICATION DEADLINE: Open Until Filled

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