



**CITY OF SNELLVILLE**

**ANNOUNCES A VACANCY FOR:**

**PART-TIME ATHLETIC ASSISTANT – PARKS & RECREATION**

Starting Salary: \$15.00 per hour

APPLICATIONS WILL BE RECEIVED UNTIL: March 1, 2024

**DUTIES:** This is responsible and professional work in assisting Park staff in general duties. Applicant will be involved with league scorekeeping, planning, organizing and supervising a wide variety of recreational, athletic programming and special events. Direction is provided by the Director of Recreation and Parks and/or Facility Coordinator. Incumbent must exercise personal judgment and discretion in general office duties and supervising activities based on established policies, procedures and schedules. Incumbent will be working a variety of days/shifts with majority being during the evening and weekend.

**MINIMUM REQUIREMENTS:** High School diploma or equivalent. Bachelor's Degree in Recreation, Physical Education or related field preferred; or partial completion of major course work; or a combination of training, education and/or experience in Parks & Recreation and/or athletic profession. Must be 17 years of age or older.

**Examination:** Job interview, personal and work background check, criminal history check, and a successful post offer, pre-employment drug screen.

APPLICATIONS CAN BE FILED AT:

**City Hall  
Personnel Office  
2342 Oak Road  
Snellville, GA 30078**

**THE CITY OF SNELLVILLE IS AN EQUAL OPPORTUNITY EMPLOYER.**

Date: February 1, 2024