



**CITY OF SNELLVILLE
ANNOUNCES A VACANCY FOR:**

PERM PART-TIME ASSISTANT COORDINATOR – PARKS & RECREATION

Starting Salary: \$16 - \$17.00 Hour based on qualifications

APPLICATIONS WILL BE RECEIVED UNTIL: June 2, 2023

DUTIES: This is responsible and professional part-time work in assisting Park staff in planning, organizing and supervising a wide variety of recreational, athletic programming and special events. Incumbent duties will include, but not limited to, planning, organizing, soliciting, overseeing athletic events, special events, classes. Monitoring clubs, vendors, individuals under contractual agreements with SPRD. Assists daily administrative functions of section and department. Direction is provided by the Program Coordinator or Director of Recreation and Parks. Incumbent must exercise personal judgment and discretion in 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, working 20-29 hours per week.

MINIMUM REQUIREMENTS: High School diploma or equivalent. Prefer at least two (2) years' experience in performing duties related to recreational programming and general park operations. Any equivalent combination of training, education and/or experience in Parks & Recreation and/or athletic profession may be acceptable. Must possess a valid Georgia driver's license (Class C) at time of employment. Red Cross certifications in First Aid and CPR preferred.

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: May 18, 2023