



CITY OF SNELLVILLE

ANNOUNCES A VACANCY FOR:

PT SENIOR CENTER PROGRAM ASSISTANT II – PARKS & RECREATION

Starting Salary: \$17.00 per hour

APPLICATIONS WILL BE RECEIVED UNTIL: September 6, 2024

DUTIES: This is a responsible part time administrative work assisting the Senior Center Recreation Program Supervisor and Program Coordinator with all Senior Center activities and department special events. Position includes covering Senior Center front desk, greeting members as they enter building, assists members in filling out forms, taking reservations for trips and programs. Answers and processes telephone calls or takes messages, forwarding to appropriate staff. Performs clerical duties to include typing forms, copying documents, filing and maintaining calendars. Will be required to assist go on various day trips to help oversee members while on various excursions. Performs other related work as required. Work is performed under the general supervision of the Program Coordinator and/or Senior Recreation Program Supervisor.

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, Drivers license clean report and a successful post offer, pre-employment drug screen.

APPLICATIONS CAN BE FILED AT:

**City Hall
Personnel Office
2342 Oak Road
Snellville, GA 30078
Or online at www.snellville.org**

THE CITY OF SNELLVILLE IS AN EQUAL OPPORTUNITY EMPLOYER.

Date: August 22, 2024