



# JOB OPENING

## Troup County Government

<b>Position:</b> Recreation Assistant (PT)	<b>Dept:</b> Parks & Recreation	<b>Salary:</b> \$7.25/Hr
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Under the direction of the Recreation Staff assists with the day-to-day cleaning, maintenance and small repairs at the Recreation Centers, Gray Hill and/or complexes while providing excellent customer service.

The qualified candidate will have:

- ⇒ High school diploma or GED
- ⇒ Must be at least 18 years of age
- ⇒ Current, valid driver's license
- ⇒ Ability to work independently and set and meet deadlines
- ⇒ Ability to quickly acquire considerable knowledge of procedures, policies and regulations of assigned position
- ⇒ Ability to communicate clearly and effectively and to interact with county employees and the general public in a professional and courteous manner
- ⇒ Must be able to work flexible schedules, including early mornings, evenings and weekends
- ⇒ Ability to maintain confidentiality and exercise discretion in performing assigned duties

Essential duties and responsibilities include the following:

- ⇒ Perform as a responsible steward of the public trust and strive for excellence in public service, enhancing the quality of life for all.
- ⇒ Act in a civil, respectful manner at all times to management, co-workers and others
- ⇒ Communicate effectively and courteously with patrons and staff about all areas
- ⇒ Accurate completion of required paperwork and documentation
- ⇒ Request supplies as needed, maintain inventory, follow-up on orders
- ⇒ Keep equipment safe, orderly and in sanitary condition
- ⇒ Report needed repairs and maintain equipment to assure efficient operation
- ⇒ Complete minor facility and equipment repairs and coordinate major repairs with supervisor
- ⇒ Perform janitorial and other physical duties as required and clean all areas of the facility
- ⇒ Assists with preparation for special events and tournaments
- ⇒ Inspect and evaluate the physical condition of facilities
- ⇒ Clean all areas of the facility
- ⇒ Other duties as assigned

**Applications will be accepted Until Filled at the Parks and Recreation Department located at 1220 Lafayette Parkway, LaGrange, GA 30241.**

Job #: 03172016 Recreation Assistant (PT) - Parks & Rec.

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Tod Tentler*

Tod Tentler, County Manager

**Troup County is an Equal Opportunity Employer - Drug Free and Tobacco Free Workplace**