



# JOB OPENING

## Troup County Government

REVISED

<b>Position:</b> Recreation Assistant (PT)	<b>Department:</b> Parks and Recreation	<b>Salary:</b> \$7.25-9.00/Hr
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Under general supervision and instruction this position provides assistance for assigned department functions.

### Qualifications/Knowledge:

- ⇒ Must have high school diploma or GED, current valid driver's license
- ⇒ Minimum of 1-2 years of experience in a related field is preferred
- ⇒ Knowledge of customer service principles and practices
- ⇒ Knowledge of department policies and procedures
- ⇒ Skill in problem solving
- ⇒ Skill in interpersonal relations
- ⇒ Skill in operating computers and job related software programs
- ⇒ Skill in operating job-related tools and equipment
- ⇒ Skill in oral and written communication

### Essential Duties and Responsibilities:

- ⇒ Prepares and serves food to program clients as assigned; cleans and sanitizes kitchen and kitchen tools; packages home delivered meals; serves meal; collects payments from clients
- ⇒ Operates an assigned vehicle to transport clients as assigned; plans routes and inspects vehicles
- ⇒ Assists with recreation program and instructional classes as assigned; assists with registration procedures
- ⇒ Assists patrons at department facilities as assigned; provides information and assistance; enforces policies and procedures; locks and unlocks facilities
- ⇒ Assists in the maintenance of pools and water parks as assigned
- ⇒ Assists in the repair and maintenance of parks and athletic fields as assigned
- ⇒ Maintains tennis courts as assigned; prepares courts for play; ensures compliance with policies and procedures; assists customers in the pro-shop; promotes tennis events
- ⇒ Collects and balances funds as assigned; reviews invoices for payment
- ⇒ Prepares assigned reports
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.org](http://www.troupcountyga.org).**

Job #: 03172016 Recreation Assistant

PT

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Tod Tentler*

Tod Tentler, County Manager

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

