



JOB OPENING

Troup County Government

Revised

Position: Recreation Assistant (PT)	Dept: Parks & Recreation	Salary: \$7.25 - \$ 9.00/Hr
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Under the direction of the Recreation Staff assists with the day-to-day programming, general maintenance and light cleaning at the Recreational facilities 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:

- ⇒ Performs as a responsible steward of the public trust and strives for excellence in public service, enhancing the quality of life for all
- ⇒ Performs program responsibilities as directed by staff supervisor
- ⇒ Acts in a civil, respectful manner at all times to management, co-workers and others
- ⇒ Communicates effectively and courteously with patrons and staff about all areas
- ⇒ Completes accurately all required paperwork and documentation
- ⇒ Requests supplies as needed, maintains inventory, follows up on orders
- ⇒ Keeps equipment safe, orderly and in sanitary condition
- ⇒ Reports needed repairs and maintains equipment to assure efficient operation
- ⇒ Completes minor facility and equipment repairs and coordinates major repairs with supervisor
- ⇒ Performs janitorial and other physical duties as required and cleans all areas of the facility
- ⇒ Assists with preparation for special events and tournaments
- ⇒ Inspects and evaluates the physical condition of facilities
- ⇒ Cleans all areas of the facility
- ⇒ Performs all other related duties as assigned

Applications will be accepted Until Filled on Troup County's website @ 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 - Drug Free and Tobacco Free Workplace