

VACANT POSITION
DEPARTMENT: LEISURE SERVICES
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION & PROOF OF EDUCATION TO:
employment@spaldingcounty.com or the HUMAN RESOURCES OFFICE
CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED

Job Title: Part-time Recreation Leader (Position No. 2512)
Salary: Pay Grade 6; Hiring Rate \$9.9862 per hour
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: Will work approximately 29 hours per week; flexible work schedule to include weekdays, week nights and weekends.
This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Requires a High School diploma or state-awarded GED, a minimum of two to six months recreational experience, and working knowledge of Microsoft Office Suite; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. Must possess a valid Georgia Driver's License.

GENERAL STATEMENT OF JOB: Under general supervision, supervises community center activity, coordinates and implements activities and special events of the Leisure Services Department, works with children and adults in a recreational setting. Duties include planning and promoting recreation programs and events; conducting registration; maintaining records and files; collecting monies and providing information. Reports to the Programs Supervisor.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office equipment, various sports and recreation equipment. Must be able to use body members to work, move or carry objects/materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of forty to seventy pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Coordinates and implements various recreation programs, sports and special events.

Promotes recreation programs and services. Informs public regarding programs details and registration procedures.

Conducts registration for the various programs offered; collects money and issues receipts, etc. Utilizes computer software to process program and event registrations and facility reservations.

Maintains records and files regarding events/activities sponsored by the department.

Utilizes computer for email correspondence and file storage.

Supervises conduct of patrons utilizing community centers and monitors program participants including league sports.

Manages office of community center as assigned; answers telephone, assists patrons and submits necessary work orders utilizing computer software system.

Prepares event and program sites for appropriate activity.

Maintains program supplies and equipment.

Operates department vehicle to transport program equipment and supplies as needed.

Plans and implements youth programs and events.

January 25, 2018