

JOB TITLE: Henry Hall Woolard Center Recreational Support Staff- Part Time

MAJOR DUTIES:

- o Monitor and participate in recreational sports
- o Assist the director with the daily operations of the HHWCC including but not limited to, handling front office duties, overseeing front area including game room and gym.
- o Assist Director with registering members, handling money, and selling snacks
- o Be able to fulfill all duties of the center in the absence of the Director.
- o Work with and interact with all members of staff and members of the community center.
- o Monitor and mentor all members of the community center. (Children and adults)
- o Maintain upkeep of the center while monitoring all games, exits, and front area.
- o Assist with Zumba exercise setup

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of office equipment such as but not limited to a personal computer, calculator, copier, fax machine.
- o Knowledge of city and department policies and procedures.
- o Knowledge of rules and guidelines of all recreational activities.
- o Skill in public and interpersonal relations.
- o Skill in organizing work.

MINIMUM QUALIFICATIONS:

- o Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Coaching and/or referee experience preferred but not required.

Hours for position are Monday-Thursday 4-10PM

Apply Monday—Friday from 8:00 AM to 5:00 PM at the Sylvester City Hall located at 102 S. Main Street Sylvester, Georgia 31791. A City of Sylvester application can also be mailed to P. O. Box 370, Sylvester, Georgia 31791, attention Human Resources. Applications will be accepted until the position is filled. The City of Sylvester is an Equal Opportunity Employer.