



Town of Mooresville

Recruitment Announcement

February 27, 2008

Position: Recreation Center Assistant
Department: Recreation (War Memorial)
Salary Range: \$22,202-\$33,783
Application Deadline: March 14, 2008

Description:

Employee will assist the Recreation Center Supervisor in the planning, coordination and implementation of a variety of recreation and leisure time activities for the citizens of the community. Work includes assisting with planning and scheduling of both recreational and athletic activities within the facility for various age groups such as summer recreation programs, arts and crafts, reading and study assistance and multiple adult support groups and after school programs. Assists with daily maintenance and with week-end and night activities.

Minimum Requirements:

Graduation from high school and some experience in recreational, athletic, and leisure time activities; or an equivalent combination of training and experience.

Hours:

Schedule varies – Must be able to work nights and week-ends when needed

Other Information:

Must have the ability to establish and maintain effective working relationships with volunteers, community groups, co-workers, employees, and superiors. Must be able to deal tactfully, courteously and firmly with the public. Must assist with the daily maintenance and security of facility and equipment.

How to Apply:

Applications will be accepted at the Human Resources Department, 413 N. Main Street or NC Employment Security Commission, 470-A N. Broad Street, Mooresville, NC. Applications can also be downloaded from the website: www.ci.mooresville.nc.us. Resumes will NOT be accepted in lieu of a Town of Mooresville application and applications will NOT be accepted after the closing date.

Benefits:

Paid Leave; 11-12 paid holidays; excellent medical, dental and vision insurance; local government retirement; 401(k); life insurance; flexible spending accounts; direct deposit.

An Equal Opportunity Employer