



## SPARTANBURG COUNTY CAREER OPPORTUNITY

August 15, 2011

### **PARKS & RECREATION DEPARTMENT**

**PARK ASSISTANT (Part-time):** Starting salary range - \$8.00/hr to 11.00/hr. The Park Operations Division is currently seeking dependable candidates to fill several immediate openings. Work is performed under the immediate supervision of the Assistant Park Operations Director. This is responsible paraprofessional work monitoring a variety of recreation activities and facilities. Work hours will be varied and most hours will be weekend, evening, or non-regular work hours.

**KNOWLEDGE OF JOB:** Knowledge of general and practical recreation programming and principles. Ability to lead groups in recreational activities. Ability to maintain discipline and enforce safety policies and procedures. Ability to follow both oral and written instruction. Ability to maintain accurate and legible records. Ability to maintain effective working relationships with other staff and the general public. Ability to perform physical aspects of the classification. Supervises, manages and maintains facility during evening and weekend hours. Opens and closes facility, performs maintenance of facilities and fields, and secures facility at closing. Ensures that all rules, regulations, and safety practices are properly enforced. May drive vehicles in support of activities. May provide support for activities away from facility. Maintains accurate attendance for programs and tournaments, works the gates for tournaments, and responsible for running scoreboards during tournaments. Supports operations by greeting visitors and providing information. Assists with special events within the section and department. Reports all accidents and ensures that victims receive proper care. Maintains effective working relationships with the public and other staff members. Performs related duties as needed or assigned.

**MINIMUM TRAINING AND EXPERIENCE:** Completion of high school and two years experience in recreational activities or sports programming, preferably in a leadership role; or any equivalent combination of education and experience. Excellent work history and attendance record. Possession of a valid South Carolina driver's license and an excellent driving record. Must be able to obtain certifications in American Red Cross CPR, First Aid, Bloodborne Pathogens, and other safety certifications as needed.

**APPLICATIONS ACCEPTED UNTIL JOB IS FILLED.**

**SPARTANBURG COUNTY HUMAN RESOURCES  
366 NORTH CHURCH STREET  
P.O. BOX 5666  
SPARTANBURG, SC 29304  
(864) 596-2522**

*This job posting is not intended as a comprehensive summary of this position's duties, qualifications, skills requirements or performance indicators.*

Tony Bell, Director of Human Resources

**AN EQUAL OPPORTUNITY  
EMPLOYER AND (SECTION 504  
OF 1973 REHABILITATION ACT  
FOR EMPLOYMENT OF HANDICAPPED)**