



POSITION OPEN

**PART-TIME TENNIS ASSOCIATE
PARKS, RECREATION & TOURISM DEPARTMENT
Job Posting Date – July 3, 2018**

The City of Conway is seeking a qualified candidate for the position of Part-time Tennis Associate. This position ensures a safe and clean environment for tennis members and guests. This part time position performs a variety of duties including, but not limited to enforce membership guidelines by making sure members sign in and guests pay the guest fee; assist the Tennis Coordinator by helping with court reservations and scheduling; perform maintenance duties such as sweeping and mopping the clubhouse/bathrooms, filling and cleaning water coolers, dragging and brushing tennis courts and picking up trash as needed. This position will also handle tennis instruction through the Conway Parks, Recreation and Tourism Department with camps and lessons as assigned by the Parks, Recreation & Tourism Department and Tennis Coordinator. Work is conducted under the supervision of the Tennis Coordinator and the Parks, Recreation & Tourism Director and reviewed through periodic conferences and observation.

Minimum Experience and Training: Requires a High School diploma or equivalent. Certification in CPR/First Aid is preferred. Applicant must be able to lift at least 50lbs. Applicant must be dependable, have strong customer service skills, outgoing personality and be energetic. Night and weekend work is required. Must have the ability to understand and follow oral and written instructions.

Entry Level pay for this position is \$9.00 per hour.

Interested persons should submit an application to Lynn S. Smith, Human Resources Director at PO Box 1075 Conway, SC 29528. Applications may be obtained from the SC Department of Employment & Workforce at 200-A Victory Lane Conway, SC or downloaded from the City's website www.cityofconway.com.

This position will remain open until filled.

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