



POSITION OPEN

RECREATION ASSISTANT PARKS, RECREATION & TOURISM DEPARTMENT

Job Posting Date – October 12, 2018

The City of Conway is seeking a qualified candidate for the position of Recreation Assistant. This position assists in planning, organizing and supervising recreation programs at the Parks, Recreation & Tourism Department. Assists the Parks, Recreation & Tourism Director and Program Coordinator in planning and organizing special events and programs; performs other administrative duties such as preparing records and reports, scheduling activities and other job related duties. Work is conducted under the general supervision of the Parks, Recreation & Tourism Director and is reviewed through observation, conferences and effectiveness of programs offered.

Minimum Experience and Training: Bachelor's Degree in Recreation Administration, Physical Education, or related field or any equivalent combination of education, training, and experience which provides the required knowledge, skills and abilities. Must be dependable. Must possess a valid South Carolina driver's license.

Entry level pay for this position is \$27,649.00 (\$13.30 per hour)

Interested persons should submit an application with a certified ten-year driving record to Lynn S. Smith, Human Resources Director at 1000 2nd Avenue, Conway, SC 29528. Applications may be downloaded from the City's website www.cityofconway.com. This position will remain open until filled.

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