



POSITION OPEN

**TEMPORARY RECREATION ASSISTANT
RECREATION DEPARTMENT**

Job Posting Date – July 25, 2019

The City of Conway is seeking a qualified candidate for the position of Recreation Assistant. This is a **Temporary** position that will assist in planning, organizing and supervising recreation programs at the Parks, Recreation & Tourism Department. This position will also assist the Parks, Recreation & Tourism Director and Program Coordinator in planning and organizing special events and programs; perform 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: High School Diploma or GED; two (2) years of related work experience 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. Must possess or obtain CPR and AED certifications.

Entry level pay for this position is \$28,891.00 (\$13.89 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 obtained from the SC Department of Employment & Workforce Center 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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