HENDERSON COUNTY
HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Karen Ensley, Human Resources Director
Date: **September 15, 2022**
RE: **JOB POSTING – Auxiliary Recreation Assistant – Athletics and Activities Center & Sports Fields**
Parks & Recreation Department
(Less than 1000 hours in a 12- month period – not benefit-eligible)

Duties and Responsibilities: Performs responsible clerical and technical services to support Henderson County Recreation programs; assists Program Supervisors with variety of tasks associated with planning, organizing, developing, scheduling coordinating events and programmed activities, monitoring and enforcing rules for events, programmed activities and center/facility use; opens and closes Athletics and Activities Center & Sports Fields for public and programmed use; monitors center/facility use and assists with needs of center users; assists with oversight of day to day programs or center/facility operations; Assists with public relations and marketing initiatives of the department, including preparing and distributing flyers, press releases and brochures; teaches, facilitates or leads recreation program classes or sessions as needed; performs set up/take down tasks of equipment, floor coverings, tables and chairs and the like used for special events or activities; stores equipment and resources appropriately; assists with monitoring physical condition of center/facility and use by the public; documents and reports issues and concerns identified; cleans facility as needed which may include but not limited to, vacuuming, mopping, sweeping, washing windows, cleaning bathrooms, and emptying trash cans; performs related work as required. Work is performed under regular supervision. Reports to the Parks & Recreation Program Supervisor.

Qualifications: General knowledge of computer office software such as Word, Excel, Publisher and related computer recreation software; ability to operate computer required for the position; ability to communicate effective orally and in writing; ability to plan and organize tasks for upcoming events and programs; ability to work independently; ability to establish and maintain effective working relationships with co-workers, the public, news media other departments and agencies; ability to work evenings, weekends and flexible hours; and ability to attend work regularly. Work requires the exertion of 50 pounds of force occasionally, and/or 25 pounds of force frequently, and/or negligible amount of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pulling, lifting.

Any combination of education and experience equivalent to high school graduation supplemented by courses in computer office programs and some recreation/sports program experience.

Valid North Carolina driver's license required.

Pre-employment drug test and background checks required of finalist applicants.

Applications must be obtained, fully completed, and submitted to Henderson County HRD by mail 112 First Avenue West, Hendersonville, NC 28792, by email (hrd@hendersoncountync.gov), or by fax (828) 698-6184. Please see our website, www.hendersoncountync.gov/hr and refer to the Additional Applicant Information section for more detailed instructions.

The deadline for application is: ***Open until filled***

Starting rate: $15.25 per hour
Grade: 62A

Phone: (828) 697-4669 ♦Fax: (828) 698-6184
hrd@hendersoncountync.gov
www.hendersoncountync.gov/hr
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