



TOWN OF COLLIERVILLE POSITION VACANCY

OPEN TO: General Public

PART-TIME POSITION WORKING
APPROX. 20-25 HOURS PER WEEK

TITLE: Recreation Assistant (3)

LOCATION: Parks and Rec –
Linda Kerley Recreation Center

OPENING DATE: September 13, 2017

CLOSING DATE: Until Filled

JOB NUMBER: JN17-47PR

CLASS CODE: 1060

SALARY RANGE: \$12/hour (DOQ) with *limited benefits package*

PRIMARY FUNCTION: The purpose of this classification is to perform a variety of clerical and specialized duties and activities in support of recreational programs and activities.

QUALIFICATIONS: Requires a high school Diploma or GED supplemented by 6 month' experience in a recreational program area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

SPECIAL REQUISITES: Must possess basic First Aid and a valid CPR/AED certification within 3 months of hire date and maintain throughout employment.

LICENSES: None.

NOTES: Must be able to pass a work related drug test. This position is primarily a sedentary position, however this position may require tasks to be performed outdoors.

Selection process may include: examinations, interviews, assessment centers, practical skills, etc. Drug testing may be required.

WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.

APPLY: Submit an original Town of Collierville application to the following address:

Human Resources
500 Poplar View Parkway
Collierville, TN 38017

Applications are available to download at www.collierville.com under Employment Opportunities, or you may obtain one from our Human Resources Office. Applications must be submitted either by mail or in person to the above address. The Human Resources Office is open Monday – Friday, from 8 a.m. – 5 p.m. We are unable to accept faxed or emailed applications

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.