



Prince George County, Virginia Special Activities Assistant

SALARY	See Position Description	LOCATION	County of Prince George, VA
JOB TYPE	Part-time Temporary	JOB NUMBER	SAS102024
DEPARTMENT	Parks and Recreation	OPENING DATE	10/23/2024
CLOSING DATE	Continuous		

Essential Functions/Typical Tasks

Prince George County is currently seeking qualified applicants for a part-time temporary position to supervise classes, open facilities and exercise rooms, accept program registrations, and deal directly with instructors and program participants. This position will assist with planning, organizing and supervising special programs, classes; determining program needs; providing leisure trips; maintaining necessary liaisons and contacts; maintaining records and files. This position may require working weekday mornings, evenings and rotating Saturday mornings (up to 20 hours per week). Hourly Wage: \$16.56.

Qualification Requirements

Must have some knowledge of public relations; ability to meet and deal tactfully with the public; ability to establish and maintain effective working relationships with associates and the general public. Public relations experience and some experience in special events or organized recreational programs strongly preferred. High School diploma or equivalent required.

Special Requirements

Candidates must possess an appropriate driver's license valid in the Commonwealth of Virginia. Pre-employment criminal background check to include fingerprinting is required.

Additional Information

To apply online visit our website at www.princegeorgecountyva.gov. To be considered for this position, applicants must fill out a County application which can be completed online. For additional information, please call (804)722-8669. EOE.

Agency

Prince George County, Virginia

Address

Prince George County
6602 Courts Drive
Prince George, Virginia, 23875

Phone

804.722.8669

Website

<http://www.princegeorgecountyva.gov/>

