



EMPLOYMENT OPPORTUNITY

Job Title: Recreation Center Assistant
Hiring Range: Grade 13, \$26,994-\$28,344 annually (\$12.98 -\$13.63 per hour)
Status: Full-time, non-exempt position
Application Deadline: Open until filled

General Statement of Duties

Performs a variety of responsible public contact, building maintenance, and clerical duties relating to the operation and maintenance of the Recreation Center for the Town.

Distinguishing Features of the Class

An employee in this class performs a variety of public contact, building maintenance, and clerical duties support the operation of a community recreation center. Work includes serving as receptionist, assisting the public with information and enrollment in programs, taking fees, scheduling rooms, setting up rooms for programming, supervising the public in the use of the center, cleaning of the facility, enforcing policies, word processing, data entry, filing, relaying information, assisting with programming, and records maintenance work. The employee is expected to have knowledge of the departmental operations, policies, and its services to respond to inquiries and perform the daily functions; non-routine questions or situations are referred to others. Treating minor injuries that occur at the center and cleaning restrooms may expose the employee to blood-borne pathogens; therefore the work is subject to the final standards of OSHA on blood borne pathogens. Specific oral and/or written instructions are available to apply to most work situations. Work is performed under regular supervision and is evaluated through observation, conferences, and the quality, timeliness, and effectiveness of work completed.

Desirable Education and Experience

Graduation from high school and some secretarial or clerical experience involving considerable and varied public contact; or an equivalent combination of training and experience. May require CPR/First Aid Certification within timeframe determined by the Town as well as possession of a valid North Carolina driver's license.

How to Apply: Please submit a completed employment application, which can be found on the town's website, www.oakislandnc.com under the Job Opportunity page. Applications can be emailed, faxed, or mailed (see below)

Where to Apply: Town of Oak Island
Attn: Human Resources
4601 E. Oak Island Drive
Oak Island, NC 28465
Telephone: (910) 201-8014
Fax: (910) 278-9542
Email: dlasek@ci.oak-island.nc.us