

WANTED

RECREATION AIDE - CENTERS (PART-TIME)

Employees in these positions provide support to both the town's recreation centers and its recreational programs. The town is currently seeking an employee in this position who will be able to do transportation for seniors 4 days a week (8:30am – 1:30pm, 20-22 hours a week). An employee in this position serves in the absence or in support of the Recreation Center Coordinator and shall be responsible for supervision of the facility during scheduled hours, special events, or other times of need by the department. Responsibilities include opening and closing the respective facility, supervising programs, answering phone inquiries, handling facility reservations and program registrations, performing routine maintenance and housekeeping, maintaining a safe environment, and other duties as assigned by supervisor. Night and weekend work schedules are typical for this position. Applicant must be able to follow oral and written instructions and have good communication skills. This position requires considerable contact with the public. Applicants must be 18 years or older, have a high school diploma or GED, and possess a valid N. C. driving license. Part-time wages will start at \$10.50 per hour. Applications can be downloaded from our website, www.tarboro-nc.com and will be accepted until filled. Submit applications to:

Town of Tarboro

ATTN: Human Resources

500 N. Main Street, PO Box 220

Tarboro, North Carolina 27886

(252) 641-4244

Equal Opportunity Employer