



CITY OF SNELLVILLE

VACANCY ANNOUNCEMENT

Part Time Program Assistant II - Parks and Recreation

Starting Hourly Rate: \$17.00 per hour

APPLICATIONS WILL BE RECEIVED UNTIL: August 11, 2026 and thereafter until position filled

DUTIES: This is responsible part time administrative work assisting the Active Adult Center Deputy Director and Program Coordinator with all Active Adult Center activities and department special events. Position includes covering Active Adult Center front desk, greeting members as they enter building, assists members in filling out forms, taking reservations for trips and programs. Answers and processes telephone calls or takes messages, forwarding to appropriate staff. Performs clerical duties to include typing forms, copying documents, filing and maintaining calendars. Will be required to assist go on various day trips to help oversee members while on various excursions. Performs other related work as required. Work is performed under the general supervision of the Deputy Director and/or Program Coordinator.

MINIMUM REQUIREMENTS: High School diploma or equivalent. Bachelor's Degree in Recreation, Physical Education or related field preferred; or partial completion of major course work; or a combination of training, education and/or experience in Parks & Recreation and/or athletic profession. Must be 17 years of age or older.

HIRING PROCESS: The hiring process includes a panel interview, evaluation of educational background and work experience, a criminal background check, a clean driving history check and successful completion of a post-offer, pre-employment drug screening.

APPLICATIONS CAN BE FILED AT:

**City Hall
Personnel Office
2342 Oak Road
Snellville, GA 30078
or online at www.snellville.gov**

THE CITY OF SNELLVILLE IS AN EQUAL OPPORTUNITY EMPLOYER.

DATE: July 27, 2026