



CITY OF SNELLVILLE

VACANCY ANNOUNCEMENT

PERM PART-TIME ASSISTANT COORDINATOR – PARKS & RECREATION

Starting Hourly Rate: \$19.00

APPLICATIONS WILL BE RECEIVED UNTIL: September 4, 2026

DUTIES: This is responsible and professional part-time work in assisting Park staff in planning, organizing and supervising a wide variety of recreational, Active Adult programming and special events. Incumbent duties will include, but not limited to, planning, organizing, soliciting, overseeing athletic events, special events, classes. Monitoring clubs, vendors, individuals under contractual agreements with SPRD and Active Adult Center. Assists daily administrative functions of section and department. Direction is provided by the Program Coordinator or Deputy Director of Recreation and Parks. Incumbent must exercise personal judgment and discretion in supervising activities based on established policies, procedures and schedules. Incumbent will be working a variety of days/shifts which could include evening and weekend, working 25-29 hours per week.

MINIMUM REQUIREMENTS: High School diploma or equivalent. Prefer at least two (2) years' experience in performing duties related to recreational programming, active adults and general park operations. Any equivalent combination of training, education and/or experience in Parks & Recreation and/or athletic profession may be acceptable. Must possess a valid Georgia driver's license (Class C) at time of employment. Red Cross certifications in First Aid and CPR preferred.

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: August 24, 2026