



CITY OF SNELLVILLE

VACANCY ANNOUNCEMENT

PART-TIME ATHLETIC ASSISTANT – PARKS & RECREATION

Starting Hourly Rate: \$15.00

APPLICATIONS WILL BE RECEIVED UNTIL: September 4, 2026 and thereafter until position filled

DUTIES: This is responsible and professional work in assisting Park staff in general duties. Applicant will be involved with league scorekeeping, planning, organizing and supervising a wide variety of recreational, athletic programming and special events. Direction is provided by the Program Coordinator, Assistant Coordinator or Deputy Director of Recreation and Parks. Incumbent must exercise personal judgment and discretion in general office duties and supervising activities based on established policies, procedures and schedules. Incumbent will be working a variety of days/shifts with majority being during the evening and weekend.

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: August 24, 2026