

Part-Time Position

The Metter-Candler Recreation Department is accepting applications for a part-time position as an Administrative Assistant. This Position is responsible for supporting all activities at the recreation department including managing the recreation office, scheduling facilities, accepting and recording payments, and other duties as assigned by the recreation department Director. Hours of operation will be 11:00-5:00, Monday through Friday, some weekend hours may apply. Hourly rate beginning at \$8.00-\$10.00.

Applications are available at the Commissioners' Office at 1075 E. Hiawatha Street, Suite A, Metter. Applications will be accepted until the position is filled. Background check and random drug testing are required. Candler County is an equal opportunity employer.