

CANDLER COUNTY, GEORGIA
CANDLER COUNTY BOARD OF COMMISSIONERS
ASSISTANT RECREATION DIRECTOR

The Candler County Board of Commissioners is seeking qualified candidates for the position of Assistant Recreation Department Director. This position is responsible for overseeing the day-to-day operations of the Metter–Candler Recreation Department under the supervision of the Recreation Department Director.

Required qualifications include a high school diploma or equivalent, United States citizenship, and a valid Georgia driver's license or the ability to obtain one. Candidates should possess the ability to support administrative functions such as scheduling, conducting meetings, general office work, and coordinating program registration, as well as demonstrate proficiency in Microsoft Office products (Excel, Word, Outlook, etc.). Candidates may also be required to operate equipment and oversee recreation programs.

Preferred qualifications include experience in a related field and an associate degree.

The successful candidate will be required to work some night and weekend hours within a flexible schedule as designated by the Department Director. Starting pay for the position will range from \$18.25 to \$20.15 per hour. Full-time benefits include employer-paid health, dental, vision, and life insurance; available retirement benefits with employer match; and paid vacation and sick leave.

Complete details of the position and requirements can be found in the posted job description. A full job description is available at www.metter-candlercounty.com.

Candler County is an equal opportunity employer. Candidates will be subject to a pre-employment background check and drug screening prior to an offer of employment. Interested candidates should submit an application and cover letter or resume to the Candler County Human Resources Office at 1075 E. Hiawatha Street, Suite A, Metter, GA 30439, or via email to jgonzalez@candlerco-ga.gov.