



*Cobb County...Expect the Best!*

## COBB COUNTY GOVERNMENT

Human Resources Department  
 Employment Center, 100 Cherokee Street,  
 Second Floor  
 Marietta, GA 30090-7006  
<http://hr.cobbcountyga.gov>

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***Cobb County Government does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.***

### Requisition Details

<b>Requisition Title/Job Title:</b>	RECREATION LEADER
<b>Department:</b>	Parks, Rec, & Cultural Affairs
<b>Position information:</b>	<b>This position is located at Ward Recreation Center. The hours for this position are varied - nights and weekends are required.</b>
<b>Position Number:</b>	8111001
<b>Salary:</b>	\$7.98 - \$13.57 per hour
<b>Position Type:</b>	Part-Time
<b>Hours worked per week:</b>	up to 29 hours
<b>Issue Date:</b>	02-01-2012
<b>Final Filing Date:</b>	02-08-2012
<b>Essential Job Functions:</b>	<p>Meets and greets the general public in person and over the telephone.</p> <p>Performs general office duties.</p> <p>Performs basic maintenance duties.</p> <p>Assists with special events and camp programs.</p> <p>Prepares deposits, utilizes online registration system, and prepares attendance and registration reports, memos and correspondence.</p> <p>Frequently monitors and interacts with children to maintain a safe and healthy environment.</p> <p>Performs other work related duties as assigned.</p>
<b>Minimum Qualifications:</b>	<p>High School Diploma or GED.</p> <p>Good communication skills and ability to work with the public.</p> <p>Experience in an office environment.</p> <p>Experience working with Microsoft Office programs.</p> <p>Experience working with children</p> <p>Ability to work a varied schedule- nights and weekends required.</p>
<b>Grade:</b>	P
<b>Status:</b>	Non-Exempt
<b>Physical Requirements:</b>	Light lifting and moving required for assisting with event set-up/take down and cleaning the facility.
<b>Requisition:</b>	0001032 (TB)

*Cobb County Government is a smoke free environment for all employees.*