



# Employment Opportunity

## *Jackson County*

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*Please post this employment opportunity where all employees have access.*

- Position:** Facility Supervisor-Cashiers/Glenville and Cullowhee Recreation Centers  
*Temporary Part-Time*
- Department:** Recreation
- Description of Duties & Responsibilities:** Responsible for opening and closing the facility, registration of facility users, answering phone calls, supervision of facility, receiving payments for program and memberships, and general clean-up of facility.
- Education & Experience Requirements:** High School diploma or GED, valid North Carolina driver's license  
A background in customer service preferred.
- Starting Salary:** \$8.00-\$9.00 /hour
- Application Requirements:** Submit a complete State Application (PD107) to:  
Jackson County Human Resources Department  
401 Grindstaff Cove Rd., Suite A-218  
Sylva, NC 28779  
or  
NCWorks Career Center  
26 Ridgeway St., Suite 2  
Sylva, NC 28779  
State applications are available online at <http://www.jacksonnc.org/employment-opportunities.html> or can be obtained at the Jackson County Human Resources or the Sylva branch of the NCWorks Career Center.
- Closing Date:** Open until filled.

**Jackson County is an Equal Opportunity Employer.**

*Pre-employment drug screen and criminal background checks are required.*

*Jackson County participates in the federal [E-Verify](#) program.*