



## JACKSON COUNTY

### Human Resources Department

401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779

Phone 828.631.2212 • Fax 828.631.2266

# Employment Opportunity

Please post in a location accessible to all employees

**Position:** **Facility Supervisor – Cashiers/Glenville Recreation Center**  
*Temporary, Part-Time*

**Department:** Parks and Recreation

**Description of Duties & Responsibilities:** The individual will perform the following duties at the Cashiers/Glenville Recreation Center: open and close facility, register facility users, answer phone calls, provide supervision of the facility, receive payment for programs and memberships, and general cleanup of facility.

**Education & Experience Requirements:** High school diploma or GED required. Valid NC driver license required.

**Starting Salary:** \$ 8.50 per hour

**Application Requirements:** Submit a completed Application for Employment (PD107) to:

Jackson County	NC Works Career Center
Human Resources Department	26 Ridgeway Street, Suite 2
401 Grindstaff Cove Road, Suite A-218	Sylva, NC 28779
Sylva, NC 28779	

The Application for Employment – State of North Carolina form PD107 - is available online at: <https://www.jacksonnc.org/employment-opportunities> or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.

**Closing Date:** **August 23, 2019**

### 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*