



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
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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: **September 20, 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