



## 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

|  |   |                |                        |                            |                             |                                       |                 |                 |  |
|--|---|----------------|------------------------|----------------------------|-----------------------------|---------------------------------------|-----------------|-----------------|--|
| <b>Position:</b>                                     | <b>Cashiers Youth Summer Day Camp Staff</b><br><i>Temporary, Part-Time</i>  |                |                        |                            |                             |                                       |                 |                 |  |
| <b>Department:</b>                                   | Parks and Recreation<br>Cashiers/Glenville location - 355 Frank Allen Road, Cashiers, NC 28717  |                |                        |                            |                             |                                       |                 |                 |  |
| <b>Description of Duties &amp; Responsibilities:</b> | Youth Summer Day Camp staff members are responsible for working with day camp children between the ages of 6 - 12 years of age. Staff will oversee activities including games, arts and crafts, field trips, pool trips and other planned activities. Day Camp Staff members are required to attend all scheduled orientations and trainings prior to the beginning of camp.<br><u>Work Schedule:</u> 7:30 am – 5:30 pm, Monday through Friday (40 hours per week). |                |                        |                            |                             |                                       |                 |                 |  |
| <b>Education &amp; Experience Requirements:</b>      | Minimum of 18 years of age, First Aid/CPR/AED certification or ability to obtain certification (if not certified, class will be offered).   |                |                        |                            |                             |                                       |                 |                 |  |
| <b>Start Date of Employment:</b>                     | Monday, May 25, 2020  |                |                        |                            |                             |                                       |                 |                 |  |
| <b>Starting Salary:</b>                              | \$ 9.00 per hour  |                |                        |                            |                             |                                       |                 |                 |  |
| <b>Application Requirements:</b>                     | Submit a completed Application for Employment (PD107) to:<br><table><tr><td>Jackson County</td><td>NC Works Career Center</td></tr><tr><td>Human Resources Department</td><td>26 Ridgeway Street, Suite 2</td></tr><tr><td>401 Grindstaff Cove Road, Suite A-218</td><td>Sylva, NC 28779</td></tr><tr><td>Sylva, NC 28779</td><td></td></tr></table>  | 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 |  |
| 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                                      |   |                |                        |                            |                             |                                       |                 |                 |  |
| <b>Closing Date:</b>                                 | <b>April 30, 2020</b>   |                |                        |                            |                             |                                       |                 |                 |  |

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.

### 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