



Employment Opportunity

Jackson County

Please post this employment opportunity where all employees have access

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

Department: Recreation

Description of Duties & Responsibilities: This individual will be responsible for the supervision of the Jackson County Recreation & Parks Department Cashiers-Glenville Center. The individual will perform the following duties: open and close the facility, register facility users, answer phone calls, provide supervision of the facility, receive payment for programs and memberships, and general clean-up of facility.

Applicant must possess general computer skills and the ability to interact with the general public. *Position is scheduled to work from 5:45 a.m. to 9:15 a.m. Tuesday and Thursday.*

Education & Experience Requirements: High school diploma or GED, valid North Carolina driver's license.

Requirements: A background in customer service is preferred.

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 - 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: 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

Jackson County Human Resources Department

401 Grindstaff Cove Road ▪ Sylva, NC 28779

828-631-2212 ▪ 828-631-2266 fax