



**PRINCE GEORGE COUNTY, VIRGINIA  
invites applications for the position of:**

## **Special Activities Assistant**

**SALARY:** \$12.00 Hourly

**OPENING DATE:** 08/11/21

**CLOSING DATE:** Continuous

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Prince George County is currently seeking qualified applicants for a part-time temporary position to supervise classes, open facilities and exercise rooms, accept program registrations, and deal directly with instructors and program participants. This position will assist with planning, organizing and supervising special programs, classes; determining program needs; providing leisure trips; maintaining necessary liaisons and contacts; maintaining records and files. This position may require working weekday mornings, evenings and rotating Saturday mornings (up to 20 hours per week). Hourly Wage: \$12.00.

### **QUALIFICATION REQUIREMENTS:**

Must have some knowledge of public relations; ability to meet and deal tactfully with the public; ability to establish and maintain effective working relationships with associates and the general public. Public relations experience and some experience in special events or organized recreational programs strongly preferred. High School diploma or equivalent required.

### **SPECIAL REQUIREMENTS:**

Candidates must possess an appropriate driver's license valid in the Commonwealth of Virginia. Pre-employment criminal background check to include fingerprinting is required.

### **ADDITIONAL INFORMATION:**

To apply online visit our website at [www.princegeorgecountyva.gov](http://www.princegeorgecountyva.gov). To be considered for this position, applicants must fill out a County application which can be completed online. For additional information, please call (804)722-8669. EOE.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.princegeorgecountyva.gov/>

Position #SAS082021  
SPECIAL ACTIVITIES ASSISTANT  
WJ

Prince George County  
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Prince George, VA 23875  
804.722.8669

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