



## SURRY COUNTY JOB OPPORTUNITY

Surry County is seeking a Part-time Recreation Assistant for the County's Parks and Recreation Department. Work will be performed under the supervision of the Deputy County Administrator and will include the following typical tasks:

Performs intermediate semiskilled and administrative support work providing supervision to youth athletic programs, outdoor and active adult program assistance, general clerical duties and other duties as assigned.

### **Essential Functions**

- Planning and organizing activity programs under the supervision of a manager.
- Setting up activity equipment such as tables, instruments, electronics, etc.
- Maintaining and cleaning recreation equipment and facilities.
- Assisting recreation staff in conducting sports, games, and events.
- Assisting participants during activities.
- Performing administrative tasks such as filling out paperwork, opening and closing facilities and answering telephones.
- Ensuring participants' safety.
- Other duties as assigned

General knowledge of observing and/or participating in activities; assisting in maintaining order in compliance with established rules; performing payment procedures; and maintaining related records; taking registration or reservations for facility use; providing routine information on building rules and division activities to participants and the general public; and maintaining and securing facilities for programs; ability to carry out oral and written directions; ability to establish and maintain effective working relationships with elected officials, participants, and the general public.

High school diploma or GED and experience in the recreation field, or equivalent combination of education and experience.

Positions open until filled  
**Surry County Administrator's Office**  
**Attn: HR Department**  
**45 School Street**  
**Surry, Virginia 23883**  
**(757) 294-5271**

Application forms can be obtained from the County Administrator's Office located in the Surry County Government Center at 45 School Street in Surry, Virginia or downloaded from the county's website at: [www.surrycountyva.gov](http://www.surrycountyva.gov). The Government Center is open 9:00 a.m. – 5:00 p.m. Monday – Friday except holidays.

SURRY COUNTY IS AN EQUAL  
EMPLOYMENT OPPORTUNITIES EMPLOYER

