POSITION VACANCY ANNOUNCEMENT

Position: Recreation Assistant (PT)
Starting Salary: $13.39/hour
Posting Date: November 16, 2026

Department: Parks and Recreation
FLSA Status: Non-Exempt
Closing Date: November 30, 2026

Readvertisement – Previous Applicants will be considered and do not need to reapply

Job Summary:

This position provides support and assists the Supervisor on Duty during evening and/or weekend activities related to Athletics, Recreation Programs, and Special Events/Rentals.

Major Duties:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned as needed to ensure the efficient operation of the parks and recreation department.

- Works a flexible schedule depending on activities scheduled (weeknights & weekends).
- Answers telephone and greets visitors; provides information and assistance, directs calls to appropriate team members.
- May work at the front desk when needed. A Recreation Assistant would check in guests, register them for programs, take daily admission fees, perform simple cash handling procedures.
- Provides excellent customer service.
- Monitors restrooms for cleanliness and proper stocking of materials. Performs basic custodial duties and light maintenance and field preparation.
- May open and close facility.
- Prepares gymnasium and other rental spaces for a variety of events which include, but are not limited to rentals at the fairgrounds, rentals inside the aquatic center, sporting events, etc.
- Assists in the supervision of facilities when events are scheduled which include, but are not limited to rentals at the fairgrounds, rentals inside the aquatic center, sporting events, etc.
- Performs other related duties as required for the efficient operations of the department.

Minimum Qualifications:

- Possession of or actively working towards a high school diploma or equivalent.
- Or any equivalent combination of education, training, and/or experience which provides the requisite knowledge, skills, and abilities for this job.

The successful candidate must pass a Background/Reference Check, and Pre-Employment Drug Screenings prior to the start of employment.

To Apply: All applicants must complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.