



# HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST  
HENDERSONVILLE, NC 28792

## Memo

**To:** All Interested Candidates  
**From:** Jan Prichard, Human Resources Director  
**Date:** March 7, 2018  
**RE:** **JOB POSTING – Auxiliary Recreation Program Assistant – Gymnasium**  
*Parks & Recreation Department*  
*(Less than 1000 hours in a 12- month period – not benefit-eligible)*

**Duties and Responsibilities:** Performs responsible clerical and technical services to support Henderson County Recreation programs; assists Program Supervisors with variety of tasks associated with planning, organizing, developing, scheduling, monitoring and enforcing rules for events, programmed activities and center/facility; opens and closes Henderson County Athletic and Activities Center and recreation facilities for public and programmed use; sets up wide variety of sports equipment unassisted, including volleyball standards, nets, pickleball courts, raising and lowering of basketball goals, and more; performs opening, operational and closing duties including but not limited to cleaning, restocking consumable products, setting up sports equipment for all types of programs, checking out equipment, locking and unlocking doors, removing trash from facility to dumpster, and completing closing reports/deposits; performs related work as required. Work is performed under regular supervision. Reports to the Parks & Recreation Program Supervisor.

**Qualifications:** General knowledge of computer office software such as Word, Excel, Publisher and related computer recreation software; ability to operate computer required for the position; ability to communicate effective orally and in writing; ability to plan and organize tasks for upcoming events and programs; ability to work independently; ability to establish and maintain effective working relationships with co-workers, the public, news media other departments and agencies; ability to work evenings, weekends and flexible hours; and ability to attend work regularly. Work requires the exertion of 50 pounds of force occasionally, and/or 25 pounds of force frequently, and/or negligible amount of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pulling, lifting.

Any combination of education and experience equivalent to high school graduation supplemented by courses in computer office programs and some recreation/sports program experience.

Pre-employment drug test and background checks required of finalist applicants.

Applications must be obtained and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, [www.hendersoncountync.org/hrd](http://www.hendersoncountync.org/hrd) (Click on the link next to the job for the correct application). Applications may also be obtained at the Henderson County NCWorks Career Center, Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731

The deadline for application is: **Open until filled**

Starting rate: \$12.68 per hour  
Grade: 62A

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[www.hendersoncountync.org/hrd](http://www.hendersoncountync.org/hrd)  
*Henderson County is an Equal Opportunity Employer*