

CITY OF NEPTUNE BEACH
JOB ANNOUNCEMENT
Recreation Facilities Assistant – Part Time

DESCRIPTION

The City of Neptune Beach is seeking applications for a Part-Time Recreation Facilities Assistant. Under the supervision of the Deputy City Manager and/or Deputy Director Public Works, the Recreation Facilities Assistant performs administrative functions to assure the timely operation of the Community Building (Neptune House). This position plays a central role in the smooth operation of the Center. This position will assist in the day-to-day operations, answer questions about the rental of the facility, and provide general information. These duties will be achieved by way of, but not limited to, customer service, answering questions about rental of the facility, greeting guests, and assisting in keeping the facility clean and orderly. This position needs an individual who exhibits enthusiasm, friendliness, and encouragement. The purpose of this position is to ensure satisfactory operation of the facility.

Hours – Part time, not to exceed 28 hours per week, mostly on weekends and evenings.

QUALIFICATIONS

Must have a high school diploma or equivalent. Basic knowledge of computers. Must possess a Florida driver's license.

Ability to pass pre-employment physical and drug tests, as required by the City of Neptune Beach. Have experience in dealing with the public.

APPLICATION PROCESS

Qualified applicants may obtain an application here:

<http://ci.neptune-beach.fl.us/zupload/user/Budget-Financial/Application-2003-new1.pdf>

Hard copy applications must consist of a City of Neptune Beach application, cover letter outlining qualifications, resume and three (3) professional references. Deadline for applications is:

Open until filled

If unable to obtain application online, contact the City of Neptune Beach directly at (904) 270-2400, extension 30 or email:

Mrs. Catherine Ponson
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Clerk@nbfl.us