



Cobb County... Expect the Best!

COBB COUNTY GOVERNMENT

Human Resources Department
 Employment Center, 100 Cherokee Street,
 Second Floor
 Marietta, GA 30090-7006
<http://www.cobbcounty.org/hr>

RECREATION LEADER (Part Time)

Job Title	RECREATION LEADER
Working Title	RECREATION LEADER (Part Time)
Position Information	There are 2 part time positions available. These positions are located at the Windy Hill Community Center working with the Therapeutics Recreation Services Division. These positions are required to work nights and weekends.
Salary	\$8.32 per hour
Grade Code	2P
Position Number	8111010
Essential Duties	<p>Therapeutic Recreation</p> <p>Plan and implement therapeutic recreation programs for people with disabilities to meet the needs of the participants, based on needs assessments and participant interests.</p> <p>Instruct participants in activities and techniques, such as sports, dance, music, art or relaxation techniques, designed to meet their specific needs.</p> <p>Ability to lead and provide hands-on facilitation for social groups.</p> <p>May be asked to travel to various locations for activities not located at the main job site.</p> <p>Meet and greet the special needs population in person and over the phone.</p> <p>Perform general office duties.</p> <p>Assist with financial paperwork (e.g. deposits, funds return, registration reports, attendance reports, memos and correspondence).</p> <p>Knowledge of participant's medical records and information.</p> <p>Perform basic maintenance duties.</p> <p>Serve as Rental Facilitator.</p> <p>Other related duties as assigned.</p>
FLSA Status	Non-Exempt
Hours worked per week (include over time)	up to 29 hours per week
Department Code	105
Department Name	Parks, Rec, & Cultural Affairs
Unit Code	3118
Unit Name	WINDY HILL COMMUNITY CENTER
Position Type	Part-Time
Job Category	Parks and Recreation
Internal or External	External-Open to Public

Minimum Qualifications	<p>High School Diploma or GED.</p> <p>Good communication skills and ability to work with the public.</p> <p>Experience in an office environment.</p> <p>Experience working with Microsoft Office programs.</p> <p>Experience working with children</p> <p>Ability to work a varied schedule which may include nights and weekends.</p> <p>Preferred qualifications: Commercial Drivers License Therapeutic Recreation Certification</p>
Posting Number	00065 (TR)
Posting Date	09/07/2016
Open Until Filled	Yes
EEO Statement	<p>Cobb County is an equal opportunity employer.</p> <p>Cobb County Government does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.</p>
Employment Notice	<p>Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact us if you require accommodation to apply for a position. If you need assistance, please contact us at 770-528-2541</p> <p>Cobb County Government is a smoke-free environment for all employees.</p> <p>Cobb County Government is a Drug-Free Workplace. All employees are subject to reasonable suspicion and post-accident testing.</p>
Quicklink for Posting	http://cobbcounty.peopleadmin.com/postings/14341