



**City of Tuskegee**  
**POSITION ANNOUNCEMENT**

Date Posted: 05/02/2016

*This position announcement constitutes neither a written or implied contract of employment. The City of Tuskegee reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.*

The following position is now open. Applications received after the closing deadline will not be considered.

**Position Information**

Job Title: Recreation Assistant

Department: Parks & Recreation

Job Status:  Regular Full-Time  Temporary Full-Time

*If temporary, give required dates of service:*

Regular Part-Time  Temporary Part-Time

From: N/A To: \_\_\_\_\_

Standard Scheduled Hours: varies Days to be Worked: varies Starting Pay Rate: \$9.58/hour

**Position Description**

General nature/purpose of work:

The essential function of the position within the organization is to teach recreational classes. The position is responsible for preparing teaching materials, scheduling and teaching classes, maintaining class supplies, and public relations for the area of responsibility. The position will directly instruct programs, activities and special events as well as other related duties. The position works under general supervision of the Director of Parks and Recreation.

**Minimum Qualification Standards (Additional qualification standards are found on the job description.)**

**Credentials & Experience:**

- Applicant must possess a high school diploma or equivalent
- Must hold a degree from a 4-year college or university with major coursework in recreation administration, physical education, leisure services or a related field OR have equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above
- Must possess and maintain a valid Alabama driver's license
- Teaching certification is preferred
- 2 years of experience in the field or in a related area preferred; education and other work experience may substitute for experience.
- If considered for hire applicant must also pass a background check, and a physical and drug/alcohol screening

**Special Requirements:**

Must be willing to work during non-duty hours, holidays and weekends when necessary to achieve goals.

Date of Announcement: May 2, 2016

Closing Date for Applicants: May 16, 2016

All qualified candidates should submit a City of Tuskegee application to the HUMAN RESOURCE DEPARTMENT, Re: Recreation Assistant, 101 Fonville Street, Tuskegee, Alabama 36083 or apply online at [www.tuskegeealabama.gov](http://www.tuskegeealabama.gov)