



Part-time Facilities Assistant/ Senior Center Rec Aide – #4131

The County of Fluvanna, Parks and Recreation Department is seeking a part-time Facilities Assistant that will work primarily with the Fluvanna County Senior Centers located in Fork Union, Cunningham, Troy, and Kents Store. Work is performed under the general supervision of the Active Seniors and Therapeutic Recreation Coordinator.

The Facilities Assistant will primarily serve as a senior center recreation aide, but may be called to assist at other venues. Primary duties include assisting with or providing oversight and direction of activities, and center participants; assisting with scheduling and set-up of facility rentals; greeting guests and explaining the Active Seniors program and activities.

To succeed in this role, the ideal candidate will have great communication skills, be energetic, and help to engage participants in activities. Customer service experience is a must. The position requires the ability to regularly lift up to 25 lbs.

Eligible candidates must possess a valid Virginia driver's license, be able to drive between off-site locations, and maintain a satisfactory driving record during employment. Selected candidate must pass a criminal background check.

Must be able to work a flexible schedule, approximately 55 hours per month, coinciding with the Active Seniors programming. *Hours typically are from 9:30am to 2:30pm on the days scheduled.* There is potential for weekly hours to increase during special parks and recreation events.

Education & Experience: High School Diploma or Equivalent and a minimum of 6 month's experience supervising participants in a recreational or similar environment.

Hiring Range: \$12.00 to \$13.58 per hour, without benefits, DOQ. Open Until Filled.

Submit a County application to jobs@fluvannacounty.org. Applications are available at the county website, www.fluvannacounty.org. EOE