

CITY OF HONDO JOB OPPORTUNITY

RECREATION AIDE – PART-TIME

The City of Hondo is accepting applications for a part-time Recreation Aide position. This position works under the direction of the Recreation Division Manager.

The purpose of this position is to organize and maintain a recreation facility for youth and adults by greeting and assisting callers and visitors; providing information regarding programs and memberships; scheduling events; providing clerical support, including cashiering; helping to coordinate sport leagues and programs; and helping to maintain the facility.

Applicants must have knowledge necessary to understand basic operational, technical, or office processes. Minimum level of knowledge shall be four years of high school with diploma or equivalent. Applicants must be available for early morning hours, late evenings and weekends.

Interested applicants may obtain an application at the City of Hondo Personnel Office, 1600 Avenue M, Hondo, TX, or by visiting the City of Hondo website at www.hondo-tx.org. This position is open until filled with the first candidate review on Tuesday, April 11, 2017. The City of Hondo is an equal opportunity employer.