



**Isle of Palms Recreation Department  
Part-time Recreation Assistant/Scorekeeper**

**\$9.00 - \$10.00**

The City of Isle of Palms is accepting applications for a part-time Recreation Assistant/Scorekeeper. This position is under the direct supervision of the Assistant Recreation Director and will be responsible for supervising youth and adult sport leagues, recreation building and grounds, front desk operations which include; registering participants in RecTrac software, communicating with the public, greeting residents, visitors, attending inquiries made by phone or in person and taking detailed messages.

Applicant must possess a basic understanding of computers, telephone systems and various office machines and equipment is required. Must acquire and maintain certifications in first aid and CPR within six months of date of hire. All prospective employees must pass a criminal background check and possess a valid SC Driver's License.

To apply visit the City website at: [www.iop.net](http://www.iop.net) for a job description and official application. Information is also available at City Hall, 1207 Palm Boulevard.

Submit completed application and any supplemental résumé information to the City of Isle of Palms, Attention: Human Resources, Post Office Box 508, Isle of Palms, South Carolina 29451 or [wynnetted@iop.net](mailto:wynnetted@iop.net)

**EOE**

Applications accepted until December 30, 2018