



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

\$10.00 - \$13.00

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.

Submit application and resume to Janice Ladd, City of Isle of Palms, PO Drawer 508, Isle of Palms, SC 29451 or apply on-line at <https://www.iop.net/employment-opportunities>. Fill out the Online Application for Employment form.

EOE

Applications accepted until filled