

McDuffie County Human Resources

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Thomson, GA 30824

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To: All County Employees
FROM: Ruthie Thomas, Human Resource Coordinator
SUBJECT: Job Vacancy Announcement
DATE: January 22, 2020

The following job vacancy is available at the Thomson/McDuffie County Recreation Department. Qualified and eligible individuals interested in applying for this position may submit an application to Human Resources no later than Wednesday, February 5, 2020.

Position: Program Coordinator
Department: Recreation
Grade: 16
Salary: \$33,548.61/\$16.13

This position plan, organize, implement and evaluate recreation programs; create and monitor budgets; incorporate new developments in the field of recreation as needed.

Minimum Job Requirements: High school diploma or equivalent; three years of administrative experience in athletics including organization, supervision and officiating; CPR and basic first aid certification; and a valid driver's license

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