



POSITION OPEN

**PART-TIME MEMBERSHIP ASSOCIATE
PARKS & RECREATION DEPARTMENT
Job Posting Date – November 14, 2023**

The City of Conway is seeking qualified candidates for the position of Part-Time Membership Associate. This position performs a variety of general duties including, but not limited to customer service, facility and program set-up, general cleaning, and performing other departmental duties as required. Work is conducted under the general supervision of the Membership Coordinator and reviewed through observation, conferences and effectiveness of programs offered. Come join the Conway Parks & Recreation Team!

Minimum Experience and Training: Must be at least 16 years old and possess a valid driver’s license. Applicant must be dependable. Strong math skills, strong customer service and computer experience is desired. Must be able to lift 25 pounds. Night, weekend and holiday work is required.

Entry Level pay for this position is \$15.00 per hour.

Interested persons should submit an application to Lynn S. Smith, Human Resources Director at PO Box 1075 Conway, SC 29528 or applications@cityofconway.com. Applications may be downloaded from the City’s website at www.cityofconway.com or obtained from the Human Resources office at 223 Main Street Conway, SC 29526 or SC Department of Employment & Workforce at 200-A Victory Lane Conway, SC. This position will remain open until filled.

CITY OF CONWAY IS A DRUG FREE AND EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER