

JOB OPENING

PART-TIME POOL OFFICE ASSISTANT

Applications will be received by the Human Resource Manager of the Town of Wytheville for the part-time position of Pool Office Assistant at the McWane Pool. **Desired Qualifications:** Applicants should be able to perform a variety of clerical duties, such as answering the phone, greeting the public, collect fees, operate a cash register, have excellent customer service and good math skills and be able to monitor and maintain discipline at the facility. **Education and Experience:** Graduation from high school or equivalent combination of education and experience. **Required Qualification:** First aid and CPR/AED certification. Must be flexible to work during the week and weekends within the hours of 10:45 am to 6:15 pm. **Salary Range:** \$11.00 per hour. Application packages are available from the Human Resources Department at the Town Office, 150 East Monroe Street, between the hours of 8:00 A.M. and 5:00 P.M., or on the Town's Website at www.wytheville.org. Applications will be accepted until position is filled. The Town of Wytheville is an Equal Opportunity Employer.