



City of Roswell Recreation & Parks Job Vacancy: Programming Coordinator

**Location:**

Smith Plantation (935 Alpharetta Street Roswell, GA 30075)

Status:

Part-time, less than 29 hours per week

Pay:

\$15.00 per hour

Schedule:

Varied; flexible

Job Duties:

Plan educational activities for children, assist with special event planning, coordination and implementation. Learn site history and provide tours for various groups and ages. Assist with collections and research, as needed. Job functions may be indoors or outdoors. Employee may be asked to work at other historic asset locations, if necessary. Site is open 7 days a week.

Requirements:

Degree in History or related from an accredited college or university field preferred or three years or more experience in education, historic or cultural sites or special events will be considered.

Positions requires the ability to stand or walk for lengths of time. Ideal applicant will have a strong interest in Georgia history, particularly 19th century.

Applications are only accepted on-line at www.roswellgov.com/employment

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.