



Operations Director (Recreation Department)

The City of Twin City is now accepting applications for the Operations Director position. This is a part-time, seasonal position based on the recreation season. This person shall be responsible for day-to-day operations during the recreation season.

All interested applicants should complete an employment application, which can be found online at www.twincityga.com. All completed job applications should be submitted to City Hall. For more information, interested applicants should contact City Clerk Eugenia Ducker at 478-763-2695 or by email at gducker@twincityga.com.

Day to Day Duties -

- Assess the recreation requirements of the community and plan activity program to meet those needs
- Implement recreation programs and gauge their effectiveness
- Create and manage schedule and activities
- Maintain all grounds and gameday preparation
- Flexible work schedule (seasonal)

Core Skills –

- Experience with events coordination and planning
- Knowledge of Microsoft Office applications (word and excel)
- Written and Oral Communication skills
- Team and Management Skills
- Effective decision-making and negotiation skills