

EMPLOYMENT OPPORTUNITIES
Town of Carrboro
Human Resources Department
301 W. Main Street
Carrboro, NC 27510
Ph: (919) 918-7320 Fax: (919) 942-9173
www.townofcarrboro.org

An official Town application must be submitted for each position for which you are applying. In order to be considered, completed application(s) must be postmarked by midnight on the date that the position closes. Please do not submit resumes without an employment application.

MAY 9, 2012

GROUNDSKEEPER I - Public Works Department. Full-time/Perm. Performs routine manual work in the maintenance of grounds and parks, including mowing, planting, trimming, collecting leaves, preparing ball fields, and other landscaping duties as required. Requires heavy lifting, prolonged walking and working in adverse weather conditions. Class B CDL with air brakes certification required, or must obtain such within 45 days from date of hire. Subject to pre-employment drug screening. High school diploma/GED preferred. Salary range: \$25,717-\$39,861. Closing Date: June 1, 2012.

PROGRAM ASSISTANT – Human Resources Department. Part-time/Temp. (10-15 hours per week) Performs a variety of HR and clerical duties. Requires graduation from HS supplemented by clerical/office experience and excellent oral and written skills. Experience with MS Office Suite required. Flexible hours. Pay rate: \$10-12/hour. Open until filled.

SUMMER DAY CAMP STAFF – Recreation & Parks Department. Carrboro Kinderventures & Enrichment Camps. (Director, Supervisors, Counselors, and Inclusion Specialist). 20-40 hrs/wk depending on camp, camp session, and position. Experience working with youth and/or children with special needs, valid driver's license and FA/CPR cert. preferred. Must have strong people, organizational and planning skills. Must be available June 4 – July 24. Pay rates: \$9.80 – 12.80/hr depending on position. Open until filled. For more info, call 918-7364.

All permanent full-time positions are offered an excellent benefits package, including a 3% 401(k) contribution (5% for Law Enforcement Officers). TO RETRIEVE AN APPLICATION FOR ANY

**OF THE LISTED POSITIONS, YOU MAY VISIT OUR
WEBSITE AT WWW.TOWNOFCARRBORO.ORG OR CONTACT**

**TOWN OF CARRBORO
HUMAN RESOURCES DEPARTMENT
301 W. MAIN ST.
CARRBORO, NC 27510**