



**City of Roswell Recreation & Parks Job Vacancy:
Assistant Site Coordinator**



Location:
Smith Plantation

Status:
Part-time, less than 29 hours per week

Pay:
\$15.00 per hour

Schedule:
Hours vary but are flexible

Job Duties:
Responsible for general office management, fiscal management (payroll, gift shop, tour profits), research to better promote understanding of Southern history, to enrich current interpretation of the Smith Family, and curation of rotating exhibits while maintaining their historical authenticity.

Requirements:
Bachelor's degree in History or equivalent. Managerial experience at historic site preferred.

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.