



NEW CASTLE COUNTY GOVERNMENT
invites applications for the position of:

Community Services Workers V - 2021

SALARY: \$12.10 - \$13.10 Hourly

OPENING DATE: 03/04/21

IMPORTANT INFORMATION:

Candidates may submit online employment applications using the NEOGOV online application system available at <https://www.governmentjobs.com/careers/nccde>.

New Castle County is an Equal Opportunity Employer

JOB DESCRIPTION:

***NEW CASTLE COUNTY GOVERNMENT
COMMUNITY SERVICES WORKERS
2021 Recurring Part Time Positions***

New Castle County Department of Community Services has openings for recurring part-time positions. These positions are scheduled to work no more than 25 hours per week on a year-round basis. Applicants must be 18 years of age with one to three years of relevant work experience preferred and must possess a high school diploma or GED; and a valid Delaware Class D driver's license or its equivalent if required of the duties of the position.

***Special Program/Special Events
Farmers Market Coordinator
Rockwood Museum Weekend Coordinator
Rockwood Museum Volunteer Coordinator
Recreation Centers Coordinator***

Administrative Assistant for Volunteer Programs at Rockwood Museum and Park (Community Services Worker V)

- Recruits, coordinates, schedules and trains volunteers for Rockwood Park and Museum;
- Plans regular recognition and training events, in service trips, etc.;
- Create and implement outreach program to recruit volunteers;
- Manages volunteer accounts, ensuring all documents are completed, taking payments or documents;
- Liaison with Rockwood Park Preservation Society, assisting with recruitment, newsletters, recognition, etc.;
- Maintains records and submits reports;
- Performs clerical and administrative work as needed;
- Operates a personal computer and other related equipment.
- Coordinates submissions for quarterly program guide;
- Fields questions and concerns of patrons and customers;
- Performs clerical and administrative work as needed;
- Operates a personal computer and other related equipment.

Senior Recreation Coordinator for Farmers Markets (Community Services Worker V)

- Leads and directs farmers market activity and vendors at specific venues;
- Helps collect revenues, fees, and registration materials from vendors and customers;
- Monitors activities and schedules at farmers markets;
- Maintains complex statistics and records for farmers markets;
- Monitors quality and inventory of supplies and equipment;
- Assists with set up and closure of farmers markets, including lawn signs, folding tables, chairs and pop up tents;

- Oversees safety and behavior of customers and vendors;
- Assists with advertising and promotion efforts, including distribution of promotional materials, attending community meetings, and conducting on-site surveys;
- Works on a personal computer.

CONTACT INFORMATION:

Sheila Carlisle
302-395-5613

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/nccde>

Position #CSWV2021
COMMUNITY SERVICES WORKERS V - 2021
MM

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