The Employment Opportunities for Students link on the Dyersburg State web page is provided as a service to the community. Employers seeking to post a job announcement should contact the Career Counselor, Carol Pham, at cpham@dscc.edu or 901-475-3105. Or, employers can contact the Counselor/Career Services Coordinator, Carmen Pfeifer, at pfeifer@dscc.edu or call 901-475-3137.

Employers are solely responsible for their postings. DSCC is not responsible for any employment decisions made by any entity posting jobs on this site. DSCC has sole discretion to restrict postings on this site. DSCC does not make any representations regarding the accuracy or validity of the information posted by employers and does not endorse any business or organization. Job announcements that contain inaccurate, false, or misleading information or material that exploits people or appears to be posted solely to solicit personal information will be refused at the discretion of the site manager. Announcements containing information that is irrelevant to the job opportunity being presented will be refused.

Job Title: Part-time, Site Manager, Garland Community Center, Covington

Business/Location: 1598 Garland Dr., Covington, TN

Requirements:

- High School diploma
- Experience in meal prep/contacting volunteers
- Must have a valid driver’s license/provide own transportation
- Must provide proof of vehicle insurance

Responsibilities include but are not limited to:

- Opens community center M-F
- Hours: 8am-12pm, M-F
- Prepare center/meals/serve seniors lunch
- Invite guest speaker for senior related topics/prepare senior games & activities
- Daily paperwork

Contact Information: Amy Croom, 731-983-3736, acroom@swhra.org

Send Resume to: Amy Croom at acroom@swhra.org

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Contact Ms. Carmen Pfeifer, Counselor/Career Services Coordinator at 901-475-3137 or email pfeifer@dscc.edu. Check out the DSCC Career Counseling webpage. Upload your resume to: www.jobs4tn.gov.