



POSITION: Welcome Center Assistant
DEPARTMENT: Main Street
JOB TYPE: Part-time
SALARY: \$10/hr
POSTED: 09/08/2026
CLOSING DATE/TIME: Until filled

The City of Monroe is seeking a friendly, dependable, and customer-focused individual for a part-time Welcome Center Assistant position, working approximately 20-25 hours per week. This position is a primary point of contact for visitors to the Monroe Welcome Center, providing helpful information about the City of Monroe, Walton County, downtown businesses, attractions, and community events. The Welcome Center Assistant also works closely with the Main Street team to support downtown events. Accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Qualifications & Experience:

- High school diploma or GED.
- Strong verbal and written communication skills.
- Excellent customer service and interpersonal skills.
- Strong organizational skills and attention to detail.
- Ability to work independently while also contributing as part of a team.
- Availability to work some evenings and weekends as needed for events.
- Ability to stand or walk for extended periods and lift up to 30 pounds.

Duties & Responsibilities:

- Greet visitors and serve as a primary point of contact for the Monroe Welcome Center.

- Provide accurate and up-to-date information about the City of Monroe, Walton County, downtown businesses, attractions, and community events.
 - Respond to visitor questions and inquires in a professional, friendly and helpful manner.
 - Maintain a clean, organized, and welcoming Welcome Center environment.
 - Assist the Mian Street event team with event preparation, setup, operations, and other event-related needs.
 - Provide support during City and downtown events, which may include some evening and weekend hours.
 - Perform other related duties as assigned.
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Selection Process:

Applicants who meet the minimum qualifications may be invited to participate in the selection process, which may include application review, interviews, reference checks, and other job-related assessments. Employment is contingent upon the successful completion of all applicable pre-employment requirements, which may include, but are not limited to, a criminal background check, drug screening, motor vehicle record review, physical examination or physical abilities testing (when required), and any additional job-related screenings deemed necessary.

How to Apply:

Interested candidates should submit a completed City of Monroe employment application to **Sarah Johnson, Manager of HR Development**, at SJohnson@MonroeGA.gov. Applications are also available at and may be returned to City Hall, 215 N. Broad St, Monroe, GA 30655.

The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place. Per Georgia Code 34-9-414, be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post-rehabilitation, and routine fitness-for-duty (random) drug testing.