

**Frequently Asked Questions**

- **What types of jobs would I apply for with The Village Center Community Development District?**

The District offers a wide range of jobs including customer service, recreation, finance and public safety, just to name a few.

- **Why would I want to work for The Village Center Community Development District?**

The Village Center Community Development District is the unit of local government that provides staffing services to the 17 special districts operating within The Villages Community. We contribute our successes, in large part, to the members of our team who work together towards our mission of providing and preserving the lifestyle of “Florida’s Friendliest Hometown”, and who exemplify the core values on which we are founded - hard work...hospitality...stewardship...creativity & innovation – on a daily basis.

All full-time and some part-time positions are Charter School eligible, Tier 2.

- **How do I apply for a job with The Village Center Community Development District?**

- Go to the District website at [www.DistrictGov.org](http://www.DistrictGov.org)
- In the Quick Links section, select *Employment Opportunities*.
- Select CURRENT EMPLOYMENT OPPORTUNITIES at the bottom of the page
- Select the job title that you are interested in, then click “Apply”.
- If this is the first time using our online job application system you will need to create an account.

- **Which web browser should I use when applying for a job?**

To make sure you have the best experience possible, we recommend using the most up-to-date version of one of the following browsers:

- Internet Explorer
- Firefox
- Chrome

- **How long does it usually take to complete the application process?**

The time it takes to complete an application depends on how much information you provide on your application. It can take as little as 10-15 minutes. When applying for a job, you may be required to answer some additional questions (organization-wide questions and supplemental questions), which will also vary in length, depending on the number and type of questions asked.

- **Can I stop the application process and come back to complete it at a later time?**

You can return to your application to submit at a later time. Though the system does auto-save while completing the application, make sure you save the field you are working on before signing out. Be sure to log back into your account and submit your application prior to the posted position **closing** date.

**The Villages®**  
Community Development Districts  
Human Resources

- **How can I be notified when new positions are open?**

To receive an email notification when a new position opens, please click the link below to fill out our online job interest card <https://www.governmentjobs.com/careers/vccdd/classspecs>.

\*To ensure that you are aware of all future potential employment opportunities, we recommend that you complete a job interest card for **any/all positions** that you have an interest in.

- **Am I able to make changes to my application after submitting it?**

You cannot make changes once you certify and submit your application to the District. If you want to update the application, you can re-apply for the position and be sure that the application is complete prior to submitting it.

If you need further assistance, please contact the District Human Resources Department at (352) 674-1905.

- **How do I know that my application has been submitted?**

Once you've submitted your application, you will see a confirmation message on the screen that you have *successfully applied* with the District. You will also receive a confirmation email. You can also log into your account and click on the Application tab.

- **How long does it take before I am notified about the status of my application?**

In most cases, applicants are contacted by Human Resources or the specific department within (2-3) weeks of the posted position **closing** date.

- **Am I able to apply if there is not a posting that I am interested in?**

Applications are only accepted for open positions that are currently posted. However, if you are interested in a position not currently posted, you can sign up to receive an email notification when the position opens. Please click the link below to fill out our online job interest card <https://www.governmentjobs.com/careers/vccdd/classspecs>.

- **Am I able to apply for more than one open position at a time?**

Yes. You are able to apply for any/all open positions that are listed on our website.

- **What do I do if I don't have access to a computer?**

If you do not have internet access, the following are a few locations that you can visit and apply online:

- Savannah Recreation Center – 1545 Buena Vista Blvd. The Villages, FL (352) 750-6084
- Paradise Recreation Center – 1403 Paradise Drive. The Villages, FL (352) 753-0637
- Any public library with computer access
- If you need further assistance, please contact the District Human Resources Department at (352) 674-1905.

**The Villages®**  
Community Development Districts  
Human Resources

- **Should I attach a resume and/or cover letter?**

Please do not complete the work history section by indicating “see resume.” Submitting a resume is not a substitute for completing the application. However, you may submit your resume along with your completed District application.

- **What do I do if I can’t remember my username or password?**

Go to <https://www.governmentjobs.com/careers/vccdd>, select the name of the position you are applying for, then select apply. From this screen you can choose **Forgot Username** or **Reset Password**, located under the green Sign In button.

**Forgot Username:** After clicking the Forgot Username link, you will be taken to a new page. Enter your email address, answer the security question, and click “Send Username.” An email will be sent with your username. If you do not see the email in your inbox, check your spam/junk email folder.

\*The email address that you enter must exactly match what appears on your profile. If it does not match, you may receive an error stating *User with that email was not found.*

**Reset Password:** After clicking the Reset Password link, you will be taken to a new page. Enter your email address, answer the security question, then click “Reset Password.” An email will be sent with a link to reset your password. Once you click on the link, you are directed to a page where you can create a new password. Enter a new password, confirm the new password, then log into your account.

\*The link embedded in the password reset email **expires after 72 hours**. If the link has expired, resubmit your password reset request by clicking on Reset Password again.