

Byron Township Community Center Attendant

Overview - A Community Center attendant at the Byron Township Community Center will be responsible for performing the day-to-day operations involving the recreation and leisure components of the facility. This will include direct supervision of activities in the fitness area, gymnasium and multipurpose room. The position will also include program registration, rental requests and membership application processing.

Starting Pay: \$8.00

Open Shifts:

20 hours a week

Monday-Friday 7:00am-10:00pm

Saturday 8:00am-5:00pm

(Must be willing to work days or nights or weekends)

Responsibilities:

1. Monitor and coordinate activities/meetings that take place in the Community Center.
2. Check out equipment.
3. Check in and register participants.
4. Provide information to the public about all Parks and Recreation Programs.
5. Process pass applications, room rental requests and program registrations.
6. Enforce rules and regulations in order to ensure a safe environment.
7. Attend to accidents, maintenance requests and incidents.
8. Provide assistance to other full and part time employees.
9. Perform other related duties such as give tours, and perform minor maintenance and general office tasks.
10. Perform demonstrations of fitness equipment.

Qualifications:

1. Must be at least 18 years old.
2. Excellent computer skills necessary in word, excel and publisher.
3. Must be organized and pay close attention to detail.
4. Must possess good verbal and written communication skills.
5. Ability, including basic physical fitness and endurance, to demonstrate physical activities.
6. Ability to react to emergency situations.

Please send resume and cover letter to:

Carrie Klingelsmith, Recreation Director
8085 Byron Center Avenue
Byron Center, MI 49315
or by email to carrie@byrontownship.org

Application Deadline: September 26, 2008