

Job Posting: Parks & Recreation Attendant

Job Duties: Under the direction of the Recreation Director & Recreation Programmer, the Parks & Recreation Staff Member will be responsible for many aspects within the department. Possible job duties will include:

- Face to face interaction with the public and class instructors, which will include: taking class registrations and completing money transactions at the front counter, answering questions about classes and programs.
- Helping plan and execute special events.
- Answering phone calls related to parks and recreation programs and other events.
- Administrative duties including: filing papers, tracking class registrations, and closing out the cash register at the end of a shift.
- Helping to set up and tear down before, after, and in between scheduled activities. Must be able to lift at least 50 pounds.
- Help keep the recreation center and other recreational facilities clean and neat by performing lite janitorial tasks (ex: emptying trash containers, rearranging supplies, wiping down surfaces).
- Lock up the recreation center and other recreational facilities (park bathrooms) at the end of a shift.
- Any other work-related tasks deemed necessary by the Recreation Director or Programmer.

Qualifications:

- Must be at least 16 years of age.
- Must have a valid Michigan driver's license.
- Must have the ability of working primarily night and weekend hours.
- Strong customer service skills.
- Great communication skills and basic math skills.
- Ability to work effectively independently without supervision as well as with a team.
- Ability to take initiative and complete tasks that need to be done without direct supervision.
- Computer literate, especially with Microsoft Word & Microsoft Excel and also has the capability of learning other computer programs quickly. Has experience with the creation of flyers, and other advertisement materials.
- Must be willing to submit a criminal background check during the hiring process. The background check will be provided by the parks and recreation department if the candidate is chosen for the interview process.
- Must complete a pre-employment physical and drug screening. Physical and drug-screening will be provided and paid for by the City of New Baltimore.
- CPR/First Aid certification is preferred and will be factored into the hiring process.

Wages: \$12.50 - \$14.50 / hour

Hours Expected: 10-15 hours / week – mostly weekday evening shifts, some weekend mornings.

Application Process: Visit www.NBRecreation.org and print off an application, or pick one up at the Recreation Center

Application Deadline: When Position is Filled

After filling out the proper information, turn in your application to the following:

Attn: Adam Abraham
New Baltimore Parks & Recreation Dept.
52401 Ashley St.
New Baltimore, MI 48047