

**City of Escanaba**  
**Job Opening**  
**Part-Time Civic Center Attendant**

The City of Escanaba is accepting applications for Part-Time Civic Center Attendant. This is a 20 hour per week position with a starting pay rate of \$9.86/hour. Applicants must be willing to work evenings and weekends. Months of employment are September through May.

Duties include assisting in organizing/monitoring youth and adult recreation and leisure programs; and supervising the use and rental of the Civic Center facilities. Before applying, applicants are required to review the complete job description listed at [http://www.escanaba.org/job openings](http://www.escanaba.org/job%20openings).

Please send a resume and letter of interest via e-mail to [hr@escanaba.org](mailto:hr@escanaba.org) or by postal mail, Attn: Human Resource Director, P.O. Box 948, Escanaba, MI 49829. Application deadline is December 21, 2018.

**The City of Escanaba is an Equal Opportunity Employer**

**City Of Escanaba**  
**Job Description**  
**Recreation Civic Center Attendant**

Title: Recreation Civic Center Attendant

Classification: Part-time (September-May), 20 hours/wk, non-exempt, non-union

Department: Recreation

Date: August 2015

**GENERAL PURPOSE**

- Assist in organizing/monitoring youth and adult recreation and leisure programs
- Supervise the use and rental of the Civic Center facilities

**SUPERVISION RECEIVED**

Work is performed under the supervision of the Recreation Director.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Organize/monitor youth and adult recreation programs
- Supervise the use and rental of Civic Center facilities
- Other responsibilities as assigned by the Recreation Director

**PERIPHERAL DUTIES**

Answer phone calls and assist the public.

**CONSEQUENCES OF ERROR**

Personal injury or damage to equipment or facilities.

**REQUIRED MINIMUM QUALIFICATIONS**

High school diploma and willingness to work evenings and weekends.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Reasonable knowledge of recreation principles and techniques with a demonstrated ability to lead youth activities
- Prior experience in recreation program leadership
- Background, education or training in recreation, physical education or secondary/elementary education

**SELECTION GUIDELINES**

Selection is based on application, experience, education, and interview.

**PHYSICAL DEMANDS**

An employee in this position is regularly required to sit, talk, see, hear, use hands to finger, handle or feel, stand, reach with hands and arms, and walk. The employee is occasionally required to stoop, kneel, crouch, crawl, smell, climb, balance, taste, smell, and lift or move up to 20 pounds.

**WORK ENVIRONMENT**

Work is performed primarily indoors, with some out door work required. The noise level is primarily quiet to moderate but is occasionally loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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