

**Jefferson County Parks & Recreation Commission  
Community Center Assistant**

*15-20 hours per week  
\$9-\$12 (hourly rate is commensurate with experience)*

*Location: Jefferson County Community Center @ Sam Michael's Park*

**POSITION REQUIREMENTS:** Experience working with the public in a recreation environment. Potential candidate will go through a background check process prior to being hired. This is a regular, part-time position. Hours will vary, but will mostly occur on evenings and weekends

**SPECIAL REQUIREMENTS:** Must be able to lift 50 lbs. Must be able to walk long distances throughout the building to maintain site cleanliness. Must have good customer service skills. Preference given to those already CPR/First Aid certified.

**I. POSITION DUTIES/JOB DESCRIPTION:**

- Responsible for the opening/closing of Jefferson County Community Center.
- Responsible for the setup/cleanup of birthday parties, rentals, programs, etc.
- Responsible for maintaining a clean and safe facility.
- Understand and maintain MSDS (Material Safety Data Sheets).
- Responsible for maintaining proper records and other forms as noted by supervisor.
- Responsible for cleaning/maintaining all areas of the community center, including but not limited to... front desk area, bathrooms, gymnasium, preschool rooms, kitchen, fitness room, dance room, etc.
- Responsible for communicating important information to supervisor.

**II. SUPERVISORY CONTROLS**

Supervision will come from the Director and Assistant Director of JCPRC.

**III. COMMUNICATION – VERBAL AND WRITTEN**

Relationships with supervisor, co-workers, and others within the organization must contribute to the effective operation of the agency. Performance must demonstrate the ability to adjust to change or work under pressure in a pleasant and courteous manner, handle differences of opinion in a businesslike fashion, follow instructions conscientiously, and function as a team member, helping the group effort.