



RECRUITMENT ANNOUNCEMENT

Recreation Coordinator (Part-time) Recreation Department

\$12.00 - \$16.00/hour

Posting Date
December 5, 2016

Closing Date
Open Until Filled

"We believe a strong community embraces diversity, promotes innovation, and encourages collaboration.
We strive to lead by example within the region.
We do this because we want everyone to choose Troy as their community for life.
We believe in doing government the best"

The 127,000 square foot [Troy Community Center](#) includes a fitness center, recreation and leisure classes and public banquet and meeting room rentals. It offers residents of all ages the opportunity for personal development, socialization and stress relief.

The Recreation Department is seeking a Recreation Coordinator to setup and clean rooms for use, perform touch-up cleanings of locker rooms and the building as needed.

DUTIES

- Prepare rooms in the building for events and classes and clean the rooms before and after use.
- Set up AV equipment, microphones, and other technical equipment for events and classes.
- Attend to locker rooms, change outdoor garbage bins and carry out minor cleaning inside and outside the building as needed.
- Maintain a clean and safe environment for staff and public use.
- Provide outstanding customer service to the public.
- Perform other duties as needed.

REQUIREMENTS

- High school graduate or GED equivalent.
- Must be able to lift and move tables and chairs that weigh up to 25 pounds.
- Excellent communication skills – must be able to communicate effectively and professionally with staff and public.
- Strongly prefer Customer Service experience.
- Prefer knowledge and experience with AV equipment and setup.
- As a condition of employment, the successful candidate must pass a pre-employment physical including drug screen.

HOURS

Part-time, Year-round; approximately 20-30 hours per week.
Shifts are on weekday mornings, afternoon, and evenings.
Must be available to work weekends and holidays.

APPLY

Applications are available at www.troymi.gov/jobopenings, send completed applications to ParksandReconline@troymi.gov or turn into the **Troy Community Center at 3179 Livernois, Troy, MI 48083**.
For additional details contact (248)524-3484.

Your application is part of the review process; be sure it is complete. You may attach a resume however, all information requested on the application form must be completed (i.e. writing "see resume" is not sufficient).

AN EQUAL OPPORTUNITY EMPLOYER

The City of Troy does not discriminate against persons with disabilities in employment or the provision of services. If you have a disability and may need accommodation in order to participate in this process, please contact the Human Resources Department at least two (2) working days in advance of the date needed. An attempt will be made to make reasonable accommodation.