

COMMUNITY ATHLETIC CENTER FRONT DESK (PART-TIME)

Vacancy Posting

Position(s): Community Athletic Center Front Desk (Part-time)

Responsible To: Frank Marietta (Athletic Director/Assistant Principal)

Posting Period: 03/16/16 - Until Filled.

SUMMARY:

To help ensure the quality of programs and processes of the Community Athletic Center. Interested applicants please send a resume and letter of interest to Frank Marietta at fmarietta@fennville.org or 4 Memorial Drive Fennville, MI 49408. Please call 269-561-7241 with any questions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Open, close and secure the CAC.
- Be readily available to accept hours on short notice.
- Maintain the process of the front desk.
- Monitor activity in all areas of the CAC.
- Register new members.
- Collect and secure entry fees.
- Serve the purpose and mission of the CAC along with FPS school board and the community.
- Actively participate in/at the CAC.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the district.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, commissions, proportions, percentages, area, circumference and volume.

REASONING ABILITY:

Ability to apply common sense and understanding to carry out furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Exhibit qualities of leadership and organizational ability and reflect a spirit of cooperation in working with staff and school administration. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with student, staff and community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to operate a personal computer and related software.

THE INFORMATION CONTAINED IN THIS JOB DESCRIPTION IS FOR COMPLIANCE WITH THE AMERICAN WITH DISABILITIES ACT (A.D.A.) AND IS NOT AN EXHAUSTIVE LIST OF THE DUTIES PERFORMED FOR THIS POSITION.

ADDITIONAL DUTIES ARE PERFORMED BY THE INDIVIDUALS CURRENTLY HOLDING THIS POSITION AND ADDITIONAL