



JOB OPENING

JOB TITLE:	Gymnasium Coordinator
OPENING DATE:	August 19, 2024
CLOSING DATE:	Open until filled
DEPARTMENT/DIVISION:	Special Services/HAWK
EMPLOYEE GROUP:	Temporary / Part Time
WORK SCHEDULE:	Parti time for 28 hours per week, consistent schedule, shifts include some weekends and is non-benefited, must be 21 years of age.
PAY RATE:	\$16.00-18.00 per hr.
PREVIOUS WORK EXPERIENCE:	Previous work experience in customer service. Background in coaching, organizing, and officiating sports is helpful. Security experience preferred.
EDUCATION and SPECIAL SKILLS & TRAINING	CPR/First Aide/AED. Training provided
BASIC RESPONSIBILITIES:	Responsible for monitoring the gymnasium, facility, and campus. Assists Guest Services staff with basic check-in procedures. Provides excellent customer service including directing and assisting patrons. Enforces facility rules. Maintains accurate incident reports and submits to supervisory staff. Attend all mandatory staff training. Assist with tours, cleaning, and other facility tasks as needed. Must be able to lift 50lbs
HOW TO APPLY:	All candidates must complete a City of Farmington Hills employment application . Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration

EQUAL OPPORTUNITY EMPLOYER