



Job Title:	Community Center Associate	Job Category:	Non-Exempt
Department/Group:	Parks and Recreation	Job Code:	
Location:	Community Center	Travel Required:	No
Level/Salary Range:	Contingent on Experience	Position Type:	Part Time
HR Contact:	Director of Human Resources	Supervisor:	Community Center Manager
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 S. Madison Avenue Greenwood, IN 46142		
Job Purpose:	Assists overseeing and enforcing rules and regulations at the Community Center as well as providing excellent customer service to all patrons.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Assists with daily operations at Community Center including facility rentals, daily programs and events.
- Ensure facility is clean and welcoming to patrons.
- Collect fees, register participants and complete enrollment materials.
- Assists fitness, aquatics and wellness activities programs as well as events.
- Assist with care of building facilities; routinely inspect equipment and amenities.
- Perform other duties as assigned.

Job Requirements:

- **Education:** High School Diploma or GED
- **Experience:** Previous Customer service and Cash handling experience.
- **Skills and Abilities:** Customer Service, Enthusiastic, energetic. Must possess a valid driver’s license.
- **Physical:** Ability to work evening or weekend hours a must. Operating assigned computers and equipment. Sitting, walking and standing for extended periods of time and lifting and carrying objects weighing up to 50lbs.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____

Date: _____

Approved By:

