



## City of Greenwood – Community Center Associate

<b>Job Title:</b>	Community Center Associate	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	Parks and Recreation	<b>Job Code:</b>	
<b>Location:</b>	Community Center 100 Surina Way Greenwood, IN 46143	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Contingent on Experience	<b>Position Type:</b>	Part Time
<b>HR Contact:</b>	Director of Human Resources	<b>Supervisor:</b>	Community Center Manager
<b>Fax or E-mail:</b> (317) 887-5868 or HR@greenwood.in.gov	<b>Mail: City of Greenwood</b> Attention: Human Resources Department 300 S Madison Avenue Greenwood, IN 46142		
<b>Job Purpose:</b>	<b>Assists overseeing and enforcing rules and regulations at the Community Center as well as provides excellent customer service to all patrons.</b>		

**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 and 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. 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:**