
Town of North Yarmouth – Part Time Community Center Support Staff

Title: Part-time Community Center Support Staff

Status: Part-time 20 hours per week

Department: Community Center

Reports to: Community Center Director & Assistant Director

NATURE OF WORK:

Oversees programs and activities at the North Yarmouth Community Center. Helps to ensure that the facility is being properly and safely used by program participants and patrons and enforces rules and regulations of the facility. Oversees scheduled open gyms, assists Community Center Director & Assistant Director with operation of programs and events as needed.

Supervision Received/Exercised:

Work is performed in accordance with department rules and regulations and the Town of North Yarmouth's personnel policy under the direction of the Community Center Director.

Essential Duties and Responsibilities:

- Will help to ensure that facilities are being properly and safely used by program participants and patrons.
- Monitor gym and various rooms of the facility while meetings and programs are taking place.
- Enforces rules and regulations of the facility.
- Communicate with customers in a friendly and positive manner.
- Assist with setup and breakdown of rooms for parties and events.
- Set up, breakdown, and store equipment as needed.
- Greet the public at the Community Center, for parties and events, as well as at the customer service desk and assist building users as needed.
- Interact with customers that have complaints, questions, and suggestions, and try to help find a solution.
- Collect money and process correct change back for programs and rentals.
- Cleans and sanitizes restrooms, vacuum rooms, locks and unlocks doors, and empties trash after parties/events.
- Cleans, sweeps, mops floors.

Required Knowledge, Skills, and Abilities:

- Must have working knowledge of the Community Center Department programs and services.
- Possesses a positive and outgoing personality with a commitment to excellent customer services and the ability to effectively interact with and provide accurate informed information to the public.

- Ability to communicate effectively, in a professional manner, including potentially under adverse or strained circumstances.
- Possess ability to work independently, exercising initiative and good judgement.
- Must be able to lift tables, chairs, and gym equipment regularly.
- Ability to follow and understand oral and written instructions as well as follow established operating procedures.
- Must have the ability to work a flexible schedule, including evenings and weekends as needed or assigned.
- Ability to work professionally, safely, and follow all established safety rules and procedures.
- Must have the ability to accept constructive criticism, be dependable, maintain a positive attitude and represent the organization in a professional, courteous manner.
- Must be consistent in dealing with people; actively listen and be sensitive to others concerns, with or without being directly involved.

Physical Demands:

- While performing the essential duties of this job, the employee is regularly required to undertake moderate physical effort involving long periods of standings/walking, bending, pushing, pulling, and occasionally lifting and carrying moderately heavy objects up to 75 pounds.
- Must be able to work indoors and outdoors in various types of weather conditions and temperatures.
- The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. External and internal candidates, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either aided or with assistance of a reasonable accommodation to be determined by management through the interactive process, on a case-by-case basis.