



JOB DESCRIPTION (SEASONAL/PART-TIME)

JOB TITLE

Building Monitor

DEPARTMENT/DIVISION

Recreation Department

REPORTS TO: Recreation Director

SUMMARY OF FUNCTION

Maintain the security of the Community Center building during programs and rentals. Setup and breakdown community rooms for programming.

DESCRIPTION

- Complete all set up requirements as assigned in a timely manner.
- Responsible for monitoring rental activities.
- Display confidence in resolving customer conflicts.
- Check in and check out students according to department policy.
- Deliver sign in sheets to class instructors prior to classes and collect sign in sheets after classes.
- Record number of people attending rental events or programs on the community center schedule sheet.
- Report any problems with rental groups to supervisor.
- Review rental paperwork in advance and clarify any renter requests with supervisor.
- Empty trash containers in the building and entry ways according to department policy.
- Clean restrooms and building as needed to provide a positive customer experience.
- Secure building, check all windows, doors and bathrooms. Set the security alarm system.
- Participate in staff meetings, special events and professional development activities sponsored by the department; work cooperatively with other staff and promote teamwork.
- Perform other duties as assigned by the Recreation Director or designated staff related to the successful day-to-day operation of a comprehensive recreation department.

KNOWLEDGE, SKILLS AND ABILITIES

- Reasonable knowledge of computers and software applications and the ability to navigate through internet resources and learn the current Recreation registration system software.
- Initiative and resourcefulness in problem resolution by looking up schedules and registrations.
- Ability to work and communicate effectively with the public and other employees.
- Must be physically able to perform work duties; ability to lift boxes/equipment of a reasonable weight.

EDUCATION AND EXPERIENCE

- Must possess a valid State of Michigan driver's license
- CPR and Red Cross training and/or certification preferred
- Complete a city application and pass an oral interview

SPECIAL WORKING CONDITIONS

- Ability to work evenings, weekends and holidays.

SALARY RANGE - Hourly minimum rate of \$8.50 (with consideration given to experience)

NOTE - This job description is intended to indicate the general nature of responsibilities typically assigned to the job. The description is not necessarily exhaustive or intended to limit the supervisor's right to modify assignments as necessary.

The City of Oak Park does not discriminate in its employment or any other programs or activities on the basis of race, religion, color, creed, national origin, ancestry, ethnicity, gender, economic status, age, marital status, sexual orientation or disability. We provide reasonable accommodation for qualified individuals with a disability, if requested. Notification of the need for accommodation must be made at the time of application.

TO APPLY:

The City of Oak Park Human Resources Department only accepts electronic submissions. Completed [City of Employment Application forms](#), resumes and other pertinent data must be sent in PDF format to hrassistant@ci.oak-park.mi.us.