



Human Resources Department  
Forms And Documents

HRP-03 Effective Date 11/16/12

Date Posted: 05/31/2017

*This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.*

**POSITION ANNOUNCEMENT**

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date.

Applications for Employment will be accepted at the Fairhope Public Works Bldg, 555 So. Section St., Fairhope, Ala., Monday through Friday, from 7:00 AM to 3:00 PM or online at [www.coFairhope.com](http://www.coFairhope.com). Applications are to be mailed to P.O. Drawer 429 Fairhope, AL 36533 ATTN: Human Resources or faxed to (251) 990-0156. NO PHONE CALLS

**Position Information**

Job Title: **Facility Service Coordinator** Department: **Adult Recreation**

Job Status:  Regular Full-Time  Temporary Full-Time *If temporary, give required dates of service:*  
 Regular Part-Time  Temporary Part-Time *From:* \_\_\_\_\_ *To:* \_\_\_\_\_

Standard Scheduled Hours: Varies Days to be Worked: Varies

Pay Grade or Range: **\$10.32 - \$13.41/hour**  
Grade 14

**Position Description**

General nature/purpose of work:

**To greet guest who enter the Nix Center, maintain a central calendar, to oversee Nix Center volunteers and their training and to complete necessary paperwork for homebound meal delivery. Maintains call list for Senior Calling program and makes calls daily.**

**Minimum Qualification Standards** (Additional qualification standards are found on the job description.)

Knowledge, skills and abilities:

- Greet guests
- Taking memberships
- Maintain centralized calendar of activities
- Complete necessary paper work for homebound meal delivery participants
- Maintains a complete list of Nix Center volunteers, secures volunteers for various Nix Center and community events
- Keeping bulletin board up-to-date
- Maintains the paperwork for the Senior Calling program, makes calls daily
- And other duties as deemed necessary

Education, experience and training:

- High school diploma or GED; AND
- Valid Alabama driver's license; AND
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work

Date of Announcement: 05/31/2017 Closing Date for Applications: Until Filled

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Human Resources

The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.