

	Human Resources Department Forms And Documents	HRP-03 Effective Date: 07.05.2017
		<i>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.</i>
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 are available at 161 N Section St., Monday through Friday, from 8:00 a.m. to 5:00 p.m. or online at www.cofairhope.com. Completed applications and resumes can be mailed to City of Fairhope, ATTN: Human Resources, P.O. Drawer 429, Fairhope, AL 36533. Applications received after the closing date will not be considered. **NO PHONE CALLS**

Position Information

Job Title: Facilities Services Coordinator Department: Recreation

Job Status: Regular Full-Time Temporary Full-Time
 Regular Part-Time Temporary Part-Time

Standard Scheduled Hours: Varies Days to be Worked: _____

Starting Pay Rate: \$10.32 Pay Grade 14

Position Description: General nature/purpose of work: The purpose of this position is to accommodate and help facilitate member events at the James P. Nix Center.

Primary responsibilities include: The Facilities Service Coordinator is responsible for assisting and supporting the Director of Senior Services with the day-to-day operations of the James P. Nix Center. This includes creating a work environment that fosters cooperation and mutual support among the guests and coworkers. Work is performed semi independently under the direction of the Director of Senior Services, and may require a flexible schedule when needed, in regard to days and hours worked. This position can be part time or full time. The part time employee is scheduled no more than 19 hours per week.

Job Duties:

Assists with the implementation of a variety of special events and recreational activities; Greets and registers new customers at the center; Sets up equipment needed for activities; Issues and collects materials required; Observes necessary precautions to ensure safety of all guests; Maintains inventories and requisitions necessary food, supplies, and equipment; Prepares dining area for meal service; Performs general cleaning and maintenance of the center; Enforces center policies and procedures and sanitary and safety regulations; Performs outreach activities to encourage senior citizens to begin, increase, or continue participation in center activities; Investigates and resolves the concerns, problems, and/or complaints of members; Assists in the Preparation and distribution the monthly calendar of center activities; Coordinates daily activities; Completes necessary daily paperwork; Preparing coffee carts & refreshments for activities as needed; Takes memberships; Checking building, supplies, etc; Prepares daily deposit accurately; Cleaning up after activities; Secures building at end of day;

Minimum Qualifications: Graduation from a standard senior high school, or the successful completion of the General Educational Development (GED) test; or a combination of education and experience equivalent to these requirements. Experience working with senior citizens preferred. Ability to obtain CPR certification within the first 90 days of employment.

Date of Announcement: 12/07/2017

Closing Date: Until filled

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.