



**EXTRA HELP
COMMUNITY CENTER GYM
PARKS & RECREATION DEPARTMENT**

MAJOR FUNCTIONS: Assisting in operations of the Auburndale Community Center under the supervision of the Recreation Supervisor.

ESSENTIAL DUTIES: Staff facility when needed including weekend/evening hours (Opening and closing of facility). Manage front desk, assist customers, provide information, answering of phones, and other general office duties. Facility upkeep and janitorial duties may be required on occasion. In addition to duties listed, employee will assist in event set up/breakdown, and assist with department events.

KNOWLEDGE, EDUCATION, AND EXPERIENCE: Knowledge of principles, methods, practices, rules, regulations, procedures and operations of facility management and parks and recreation. High school graduation or GED required.

JOB LOCATION: Auburndale Community Center Gym

WORK SCHEDULE: As needed, including evenings/weekends. This is an extra help position. Approximately 20 hours per week.

HIRING RATE: \$8.56/hour

CLOSING DATE: Open Until Filled.

Persons interested in this position should complete a City of Auburndale application and submit it to the Parks & Recreation Department, 119 West Park Street. Applications may be obtained at www.auburndalefl.com. The successful applicant will be required to pass a pre-employment drug and background screening.

The City of Auburndale is a Drug-Free Workplace and an Equal Employment Opportunity Employer.