

CHISAGO LAKES SCHOOLS, ISD #2144

TITLE: Wildcat Community Center Associate

QUALIFICATIONS:

1. Demonstrate aptitude for the work to be performed.
2. At least 16 years of age
3. Experience with fitness facilities.
4. Interest in working with general public
5. Able to lift 50 pounds.
6. Any additional qualifications as the Community Education staff may find appropriate and acceptable.

REPORTS TO: Community Education Director

JOB GOAL: To provide Wildcat Community Center members and the general public with assistance necessary to meet the Wildcat Community Center objectives. To check-in members, provide excellent customer service and answer any questions.

PERFORMANCE RESPONSIBILITIES:

1. Provide an inviting environment for community and WCC members.
2. Ensure a safe environment.
3. Check members into RecDesk, take any payments and process membership paperwork.
4. Assist in setting up for sport court rentals.
6. Attend staffing meetings.
7. Assist in covering the Community Education office as needed.
8. Fulfill needs and other duties as determined by Community Education staff.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non certified personnel.