



Hamtramck Public Schools

Human
Resources
Department

3201 Roosevelt – Hamtramck – MI – 48212 – (313) 892-2017

August 22, 2025

Position Vacancy – 2025/2026 School Year

Recreation Desk Attendant **Hamtramck Public Schools**

Qualifications and responsibilities for this position may be found on the attached sheet.

All applicants must complete an online application. The online application can be accessed from the Hamtramck Public Schools website at <https://hamtramckschools.com>

Application Deadline: Until Filled

- AN EQUAL OPPORTUNITY EMPLOYER -

It is the policy of Hamtramck Public Schools that no person shall on the basis of sex, race, color, religion, age, national origin or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment in any of its programs or activities. Inquiries related to nondiscrimination should be related to the Title IX Coordinators; Director of Human Resources, Hamtramck Public Schools 3201 Roosevelt, Hamtramck MI 48212 Phone 313-892-5170 or Director of State and Federal Funding 9300 Conant, Hamtramck, MI 48212 Phone 313-892-6895. Nondiscrimination inquiries related to disability should be directed to Section 504 Coordinator, Director of Student Services, 9300 Conant, Hamtramck, MI 48212 Phone 313-892-2037.

James Larson-Shidler
Interim Superintendent of Schools

/bnk (attachment)

Hamtramck Public Schools

Desk Attendant (page 2)

POSITION TITLE: DESK ATTENDANT

REPORTS TO: RECREATION DIRECTOR

JOB DESCRIPTION:

1. Answer phones in a timely manner.
2. Enter and maintain program information in RecPro database.
3. Assist coordinator in overseeing and coordinating all senior programs.
4. Register youth, adults, and seniors recreation programs and activities.
5. Assist with scheduling of recreation league practices, games and ceremonies, events, etc. in Community Center.
6. Advertise and promote all department programs. Copy and collate flyers as requested.
7. Collect money and sheets from community center daily activities. Maintain and file all paperwork related to that day's business.
8. Provide adequate working environment for following shift (i.e. change, supplies, blank copies of forms, etc.)
9. Prepare and submit desk reports to Recreation Coordinator.
10. All other assignments as directed by the Recreation Director.

SALARY: \$14.00 - PER Hour

NOTE: Weekend hours are involved