

Opens 05/29/2018

JOBS...

Job Opportunity Bulletin for



Saginaw

SITE SUPERVISOR Andersen Enrichment Center \$10.00/Hour Open to the Public

THE POSITION

Located in the middle of the City's central parks system, the Andersen Enrichment Center and Lucille E. Andersen Memorial Garden offer a unique atmosphere for 10-150 guests. The modern facility hosts business meetings, conferences, workshops, exhibits, weddings, receptions and other social events. The Site Supervisor prepares the facility for events to include set-up and tear-down, cleaning of the facility, and grounds maintenance. The incumbent also ensures enforcement of all Center rules, regulations and use permits among event users and their guests. This is part-time, seasonal employment working 10 to 25 hours a week during the months of May through September.

REQUIREMENTS

- High School diploma or GED equivalent required.
- Willing to work a range of approximately 10 to 25 hours a week, including weekends, evenings and holidays during scheduled events.
- Strong interpersonal communication skills to effectively interact with facility users and their guests.
- Must be dependable, organized and able to multi-task to ensure timely setup and use of facility.
- Ability to exercise independent judgment when making decisions in the enforcement of Andersen Enrichment Center rules, regulations and use permits.
- Must possess and maintain a valid Michigan driver's license plus have personal use of an automobile in order to perform needed errands related to rental of the facility.
- Ability to independently lift items up to 40 pounds in the set up and tear down of tables, chairs, coat racks, etc.
- Willingness to perform basic grounds maintenance in all types of weather including summer rose garden maintenance and picking up debris before and after events.

EXAMINATION

Applications will be screened. Qualified candidates will be invited to an oral interview.

APPLICATION PROCEDURE

Submit a completed Employment Application to the Office of Human Resources, City Hall, Room 202, 1315 S. Washington Ave., Saginaw, MI, 48601 by **5 p.m. Wednesday, June 13, 2018**. Applications are available from our Office M-F, 8-5, or on-line at www.saginaw-mi.com under the "Find a Job" link on our home page.

The City of Saginaw employs only United States citizens and individuals authorized to work in the United States, pursuant to the Immigration Reform and Control Act of 1986.

The City of Saginaw does not discriminate on the basis of handicapped status in admission or access to or treatment or employment in its program and activities.

AN EQUAL OPPORTUNITY EMPLOYER