

****Job Announcement****

Paramount Recreation Ministry

Activity Center Attendants
& One (1) Recreation Assistant

The Paramount Recreation Ministry is now accepting applications for the following positions: One (1) part-time assistant, and multiple part-time Activity Center attendants. These opportunities are great for, but not limited to, college and older high school students.

Recreation Assistant – Basic qualifications: Available to work afternoons (M-F, 1-5pm), some possible evenings or Saturdays. Must be hard-working, dependable, detail-oriented, proficient in Microsoft applications and computer skills, and have good customer service. Applicants must be at least 17 years of age and completed 11th grade. Must have reliable transportation to/from work. This position is responsible for assisting the Recreation Director with calendaring events and activities for the Activity Center, excellent communication skills both in person and on the phone, some equipment and facility maintenance including janitorial work, customer service with patrons, and assisting in various recreation programs. Prior work history is strongly preferred. Pay rate is \$8.50/hour. 20 hours per week.

Activity Center Attendant – Basic qualifications: available to work evenings (M-F) between 5-10pm, Saturdays from 8:30am-6:00pm, and occasional Sunday afternoons each week. Must be hard-working, dependable, and have good customer service skills. Applicants must be at least 16 years of age and completed 10th grade. Must have reliable transportation to/from work. These paid positions will be responsible for equipment and facility maintenance including janitorial work, customer service with the patrons, and assisting in various recreation programs. Prior work history is preferred, but not required. Pay Rate is \$7.25/hour. 8-12 hours per week.

****We will be accepting applications until all positions are filled.**

To apply, please come by the Activity Center front desk during normal operating hours and pick up an application. Return completed applications to the same location. If you have questions regarding either position, please contact Wade Cavitt at 806-350-7233 or wade@paramount.org.