



**City of Streetsboro
Parks and Recreation Department
Employment Opportunity**

Position: Building & Event Monitor

Dates: Part Time-as needed

Pay range: \$Min - \$12.00 (based on qualifications)

General Description: The Building & Event Monitor performs a variety of tasks in the monitoring, care and maintenance of Streetsboro Parks & Recreation facilities while acting as a liaison to customers and patrons on behalf of the department. Position assists in the implementation of assigned recreation programs and services including but not limited to: rentals, classes and special events. This position is part-time, hourly, non-exempt; hours per week will vary depending on the season and scheduled rentals/programs/events. The Building & Event Monitor regularly works weekends, evenings and holidays.

Supervision

The Building & Event Monitor Employee is responsible to the Parks and Recreation Director.

General Duties:

- Inspect facilities and recommend repairs and/or maintenance required, and supplies needed.
- Prepare facilities for use; ability to read and follow several room layout configurations.
- Provide excellent customer service, demonstrating a positive, courteous and enthusiastic attitude.
- Open, clean, maintain, close and secure facilities.
- Meet with renters to inspect and document condition of facility before and after use.
- Monitor facility use during scheduled rentals, programs and events.
- Promote and ensure safety procedures are followed by renters, participants and spectators.
- Refer customer issues and complaints to appropriate staff for resolution.
- Complete all required records and reports daily.
- Other duties as assigned.

Minimum Qualifications:

Any combination of experience and education that could likely provide the required knowledge and skills.

- Must have a valid State of Ohio driver's license.
- Must be dependable and have flexible work schedule to include evenings, weekends and holidays.
- Prior experience or education required.

Ability to:

- Lift up to 50 pounds.
- Work with minimal supervision.
- Provide excellent customer service.
- Regularly use custodial tools, equipment and supplies.
- Understand and follow written and oral instruction and communicate clearly orally and in writing.
- Read multiple facility schedules and assess needs accordingly.
- Demonstrate sound judgement and time management skills.
- Multitask and prioritize projects.

Education

High School education or equivalent

Interested Applicants must submit a letter of interest and application with 3 references to the Streetsboro Parks and Recreation Department.

Email to:

Samantha Edgar, Parks and Recreation Director
sedgar@cityofstreetsboro.com

Mail to:

Streetsboro Parks & Recreation
8970 Kirby Ln
Streetsboro, OH 44241

Apply in Person:

Streetsboro Community Center
Streetsboro Parks & Rec Office
8970 Kirby Ln
Streetsboro, OH 44241