



Accepting applications for:

Hourly Senior Center Nights & Weekends Customer Service Attendant

Senior Center Division

Application deadline: Monday, October 12, 2026

Visit www.icgov.org/jobs to apply online

Wage: \$15.00 per hour

Varied shifts up to 10 hours per week

Currently looking for someone with Saturday and Sunday availability

Varied shifts will be during these hours: Monday – Thursday, 4:45pm – 7:15pm,

Saturday, 9:00am – 1:00pm, Sunday, 12:00pm – 5:00pm

Job Summary:

Provides customer service to the public and Senior Center members. Assists staff in routine tasks. Uses registration software to process memberships, locker rentals, make appointments, enroll in classes and collect fees. Answers the phone and directs calls and makes copies. Effectively communicates general information and provides referrals to appropriate parties. Conducts facility safety checks. Provides program and rental support. Troubleshoots AV equipment. Enforces facility policies, completes incident reports, resolves complaints and supervises the public in a large facility. Performs other duties as assigned.

Minimum Qualifications:

High school degree or equivalent required. Customer service experience required. Familiarity with standard office equipment, computers and Microsoft software required. Six months of

experience that includes computer usage and public contact preferred Must have excellent communication skills. Must pass criminal background check.

More information:

The City of Iowa City is an eligible employer under Public Service Loan Forgiveness Program. Please visit the [PSLF website](#) for more information.

*IT IS THE POLICY OF THE CITY OF IOWA CITY TO AFFORD EQUAL EMPLOYMENT OPPORTUNITIES
FOR ALL EMPLOYEES AND POTENTIAL CITY EMPLOYEES. DISABILITY-RELATED ACCOMMODATIONS
CAN BE REQUESTED AT 319-356-5020 OR jobs@iowa-city.org.*

