



City of Flat Rock

25500 Gibraltar Road
Flat Rock, MI 48134
Phone: 734.782.2455 | Fax: 734.783.0304
www.flatrockmi.org

The City of Flat Rock is seeking candidates to consider for vacant **Part-time Community Center positions** within its Parks & Recreation Department and Community Center. The individuals selected for this position will work with experienced staff members to plan and manage assigned recreational programs with emphasis on adult and senior programming, food & nutrition access while applying learned and innovative methods and techniques relating to philosophy and administration practices of park facilities. This fun loving and fast-paced environment provides a ripe opportunity to showcase your community engagement ability while using creative strategies to structure goals for community fun and activities. **Work schedule includes some evening and weekend hours.**

Lead Swim Instructor- Supervises swim lesson instructors, teaches in-services and trainings, evaluates program and instructors, and organizes lessons on a day-to-day basis.

Pool Supervisor - Supervises an Aquatic (indoor/outdoor) Facility. Responsible for lifeguard staff and the cleanliness and safety of facility. Applicant will teach and/or attend skills training sessions as instructed. Applicant must have Water Safety Instructor or LGI certification and Oxygen administration. Minimum age required 18.

Building Supervisor 1 - Supervises Recreation Center facility operations including front desk operations, policy and procedure enforcement, guest services, maintenance needs, classes, programs, and events in addition to supervising part-time staff. Works after-hour events/rentals. Minimum age is 19.

Special Events Coordinator - Oversees and schedules Attendants, Leaders & Supervisors. Plans youth activities, leisure programs, summer day camps and special events. Assists participants and the public. Minimum age required 18.

Fitness/Wellness Instructor - Plans and instructs specialty classes/programs at Recreation Center. Must have a strong background in exercise physiology, fitness and wellness. Must be enrolled in an accredited certification/licensing program and/or is a currently certified/licensed instructor.

CPR Instructor - Teaches CPR classes to staff. Possess current certification through the American Heart Association or the American Red Cross as a CPR/AED Instructor. Minimum 2 years related teaching experience.

Camp Director - Plans, supervises, and coordinates summer day camps as assigned. Responsible for

supervision and evaluation of Camp Supervisors and Camp Counselors. Ensures that camp activities and procedures are in compliance with state regulations. Monitors inventory and purchases program supplies and equipment as needed. Maintains accurate records and reports. Minimum age required 21.

MINIMUM QUALIFICATIONS AT TIME OF APPLICATION

- Age requirement 18 years old or as specified.
- Must be able to work weekdays, weekends and holidays.
- Have the ability to lift a minimum of 35 pounds.
- Have ability to demonstrate techniques and skills associated with position.
- Aquatic Staff must possess a current American Red Cross Lifeguard Training or Nationally recognized certification, CPR for the Professional Rescuer, First Aid Certification and pass a swim test.

KNOWLEDGE SKILLS AND ABILITIES

- Have CPR/AED and First Aid Certification within 30 days of employment.
- Hours of work vary.
- Follows established daily-operating procedures, assures safety of participants and performs other duties as assigned by Supervisor.
- Have the ability to work effectively with the public and department personnel.
- Advancement to next Step will be considered after one year, if a minimum of 225 hours have been worked and a satisfactory employee evaluation has been obtained.

If interested, please send employment application to:

TO APPLY:

Submit a completed City of Flat Rock employment application to:

EMAIL TO: clerk@flatrockmi.org – **PREFERRED METHOD**

MAIL TO: City of Flat Rock
Employment
25500 Gibraltar Road | Flat Rock, Michigan 48134

City of Flat Rock Employment
Applications are available online at
www.flatrockmi.org or from the
City of Flat Rock Clerk's Office,
25500 Gibraltar Road
Flat Rock, MI 48134

The City of Flat Rock is an Equal Opportunity Employer seeking qualified applicants, without regard to race or other protected status