



Extra Help - Senior Center
Part Time - Approximately 15 hours per week
\$9.75/hour

The City of McMinnville is seeking to fill an Extra Help - Senior Center position (approx. 15 hrs/wk) within the Parks and Recreation Department.

The successful candidate will be responsible for a variety of assigned duties including but not limited to: room preparation, host and provide supervision during scheduled programs, events and rentals; front line contact with patrons; opening and closing procedures; and cash handling. The candidate will have excellent computer skills and will be proficient in Microsoft applications including Word, Excel, and Publisher. This individual will be able to engage with senior adult patrons, will have exceptional public service work ethic, and will act as a positive Senior Center advocate. This position works closely with the Senior Center Manager and the Program Coordinator. The candidate will work within the McMinnville Senior Center. Work hours will generally be evenings and weekends with some flexibility required. Applicants must have a good understanding of public park and recreation services and be willing to adjust their schedule as circumstances require. Hourly wage \$9.75/hour.

To apply, submit a City of McMinnville Employment Application, cover letter and resume to Rose Lorenzen, City of McMinnville, 230 NE Second Street, McMinnville, Oregon 97128. Employment Applications may be found on the City of McMinnville website: www.mcminnvilleoregon.gov . All application materials must be received no later than December 27, 2016 at 5:00 p.m.