



SPARC - Part-time Job Description (Sat/Sun)

The part time Front Desk Assistant covers the SPARC during some of our Saturday and Sunday classes & parties. The hours will vary according to the private birthday parties that are booked. Saturday hours range from 9:45am-11:45am, 9:45am-2:30pm, or 9:45am-5:00pm, depending on the booked parties. Sunday's hours are ~12:00 to 4:00pm, but only if a private birthday party is booked. This position will range in hours from 2 to 10 hours* being available every weekend. Applicants must be 16 years of age or older. Pay is at least \$15-\$16 per hour DOE and no benefits. **Possible extra hours are available some Fridays afternoons, if interested.* Go to sparchomer.org/forms to get an application and send it & your resume to sparchomer@gmail.com. For questions call Lisa at 907-299-5115 (Mon-Thurs).

We'd like this position filled by mid-March and have it last until the end of May. However, this position can also be available throughout the summer, but the only guaranteed hours would be Saturdays from 9:45am-11:45am. Then, once the next school year starts again and more private parties are booked, the weekend hours will increase.

General duties will include:

1. Opening facility;
2. Checking in users as they arrive for activities, including taking and tracking their payments;
3. Getting the appropriate toys/gear ready for the class; controlling the court lights and music;
4. Assisting any walk-in customer questions, either answering them or referring to person who can answer;
5. Providing schedules, rental request forms or other documents as needed to walk-in customers;
6. Keeping court surface free of moisture, dust or debris whenever needed, including sweeping at the beginning & end of shift;
7. In the winter you may need to shovel and/or put ice melt on the sidewalks;
8. Assisting users as needed such as ice bags or bandaids for injuries, or toweling up any wet spots;
9. Completing incident reports (as necessary);
10. Light janitorial duties, including cleaning the restrooms, sweeping and vacuuming;
11. Heavy janitorial duties, includes using the (walk-behind) floor scrubber monthly (if interested in more hours);
12. May be asked to do light lifting, work on small construction/painting projects, etc;
13. Making sure check-in tablet is charged and ready for evening activities;
14. Putting toys/gear away properly, cleaning up around the building and dealing with the money at the end of your shift; and
15. Closing and securing the facility.

Private party duties include:

- Being personable & being good with kids;
- Getting ready for the rental; set up folding table(s) in the entry & getting toys out;
- Throughout the rental; be diligent to clean up the food/drink spills, enforce the food/drink boundaries; be the DJ and play requested songs; in charge of the disco lights;
- Clean-up after the rental (spot-clean & vacuum floor in entry area & sweep the main floor)

Requirements:

1. Pass background check
2. CPR/ First Aid Training Certificate (at our expense if hired).