

Rec Staff

Town of Frye Island, Maine

A Rec Staff Member is primarily responsible for overseeing hours of operation of the Rec Room & Community Center for the Town of Frye Island's residents and guests. This position reports directly to the Rec Supervisor and Recreation Director and is ideally suited for someone dependable, responsible, and pleasant natured. The ideal candidate will be self-motivated, interested in providing excellent "customer" service, and able to work independently. Duties include, but are not limited to:

- Being punctual to open the facility, inspect for cleanliness, and prepare for the day.
- Oversee guest use of the rec room, a multi-purpose space for kids and families with games, arts and crafts, a toddler room, and more
- Provide excellent "customer" service to guests. Be friendly and engaging.
- Clean as needed/directed to help maintain a welcoming environment
- Handle cash transactions for arts and crafts and program enrollments
- Process Fitness Center registrations and payments. Give tours and explain rules to prospective members.
- Lead or assist in community events, such as (but not limited to) Candy Bar Squares, Game Nights, Field Games, the Art Show, and more.
- Ensure safety for all guests. Report any issues to the Rec Supervisor and/or Recreation Director
- Maintain data on facility usage.
- Help with the set up/clean up of events (moving chairs/tables/sound equipment/etc)
- Field Games and other events as assigned
- Other duties as assigned, other opportunities as they arise

If interested, please forward a letter of interest (and/or resume) to mike.anson@fryeislandtown.org