

TOWN OF NORTH HAVEN  
DEPARTMENT OF COMMUNITY SERVICES AND RECREATION

TITLE: Recreation building attendant

SUPERVISOR: Assistant Director of Recreation and Sr. building attendant

GENERAL DESCRIPTION:

Important to the operation and security of the Town's Recreation Center. Responsible for controlling building access, disseminating information to the public, meeting the needs of groups using the facility within the scope of written policy, filing, copying, processing program registrations, receiving payments, extensive phone work, setting up and breaking down programs and meetings, moving tables and chairs to meeting locations, assisting at all Recreation special events and other duties as assigned by the Sr. building attendant and Assistant Director.

REQUIRED SKILLS AND KNOWLEDGE:

- a. Good public relation skills.
- b. Ability to grasp new ideas and an enthusiasm to learn a variety of tasks.
- c. Ability move tables and chairs as needed for programs and groups.
- d. Ability to work independently.

DESIRED QUALIFICATIONS:

- a.. 15 years of age or older.

Hourly rate: \$9.15 with a maximum of 19 hours per week.

Applications are being accepted until filled. Please apply at the Memorial Town Hall, Finance Office, 18 Church St., North Haven, CT 06473 Monday through Friday 8:30am – 4:30pm. or you can download the application from the Town's website [www.town.north-haven.ct.us](http://www.town.north-haven.ct.us). Applications must be mailed or hand delivered to the Finance Office. Applications will not be accepted via email.