

**Town of Smithfield,
North Carolina
Employment Opportunity**



Playroom Attendant

Temporary Part-Time

ESSENTIAL FUNCTIONS:

The playroom attendant is responsible for watching, helping, and entertaining children dropped off in the playroom at the Smithfield Recreation and Aquatics Center, enforcing playroom rules and regulations, communicating with children and adults, keeping the playroom organized and clean, and helping in other children's programs and events as needed. Considerable tact and courtesy are required in these public contact functions. Must be able to work day or evening shifts and weekends/holidays. Minimal to moderate lifting may be required. Work is performed under the general supervision of the Recreation Center Supervisor and is evaluated through conferences, by review of appropriate records, and the accuracy and thoroughness of assigned responsibilities.

KNOWLEDGE AND SKILLS:

Individuals must have a minimum of 1 year of childcare experience, strong communication skills, customer service knowledge and skills, strong organizational skills, computer and software experience, decision making skills, leadership skills and an understanding of facility characteristics, rules, policies, and procedures. CPR certification is highly recommended.

JOB TYPE: Temporary Part-Time; Daily hourly schedule varies Monday-Saturday between 9am-12pm and 4:30pm-8pm based on programs and staffing needs. Must be available to work weekdays, weekends, holidays. Employee in this position will work less than 1,000 per year. Employee will not qualify for Town benefits.

Beginning Wage: \$9.00/hour

Date Posted: March 30, 2022

Closing Date: Open Until Filled

Qualified applicants may obtain an application at the Smithfield Town Hall, 350 E. Market Street, Smithfield NC 27577 or via the Town's website www.smithfield-nc.com/jobs. All applications should be submitted to HR via in-person at Town Hall, faxed to 919-989-8937, emailed to tim.kerigan@smithfield-nc.com, or mailed to Town of Smithfield, HR Department, PO Box 761, Smithfield, NC 27577.

This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

EEO/ADA Employer