



Mittleman

Jewish Community Center
Schnitzer Family Campus
6651 SW Capitol Highway, Portland, OR 97219
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Job Announcement

Job Title: Sportsplex Attendant

OPEN CONTINUOUS

WAGE: \$12 per hour
SCHEDULE: Varies

TO APPLY: Apply online at our website: www.oregonjcc.org (select "About Us," then select "Employment"). Mittleman Jewish Community Center is an Equal Opportunity Employer.

JOB SUMMARY: The Sportsplex Attendant is responsible to maintain, oversee and provide excellent customer service to participants in the soccer leagues, rentals and soccer related programs.

ESSENTIAL DUTIES: (These examples represent the essential functions of the position. They are not, however, inclusive of all the duties the position may perform.):

1. Greet participants. Supervise facility use; ensure the proper and safe use of facility equipment. Set up and move equipment as needed.
2. Provide excellent customer service. Provide information specific to sportsplex programs, and general information about MJCC operations. Answer questions and address concerns within scope of authority.
3. Ensure that equipment is properly maintained and is in safe working condition. Report hazards and unsafe conditions.
4. Keep Program Manager informed of needs, questions, and changes of the clientele.
5. Enforce facility rules and policies.

QUALIFICATIONS: Any combination of experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- Six months' responsible experience supervising participants (e.g. leagues, intramurals, coaching) in a sports setting.
- Certification in First Aid, CPR and AED.
- Knowledge of field sports such as soccer and/or knowledge of gymnastics.
- Knowledge of safety practices related to field sports and/or gymnastics.
- Ability to project a positive, professional image.
- Ability to understand and follow oral and/or written policies
- Ability to communicate effectively with others and provide excellent customer service.
- Ability to respond appropriately to questions/concerns from other employees and the public.
- Ability to work independently and make decisions within established procedures.
- Ability to work a flexible schedule as needed.

PHYSICAL REQUIREMENTS OF THE POSITION: Duties are performed in a sportsplex center and require the ability to set up equipment and move quickly throughout the center. This typically involves lifting up to 30 pounds, pushing, pulling, gripping, bending, stooping, walking and running. Normal-range acuity in vision and hearing, and clear speaking ability are required to monitor groups and attend to customer needs.

ABOUT US: Mittleman Jewish Community Center is a vital institution for Jewish culture and identification, proud to offer its programs and services to everyone. For more than 100 years, the MJCC has offered educational, social, cultural and recreational programs.

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