



JOB OPENING

JOB TITLE	Department Aide - Scheduling Coordinator
OPENING DATE	July 9, 2025
CLOSING DATE	Open until filled.
DEPARTMENT/DIVISION	Special Services/Administration
EMPLOYEE GROUP	TPOAM
EMPLOYMENT STATUS	Regular Full-Time
START DATE & WORK SCHEDULE	ASAP Monday- Friday 8:30a.m.-4:30p.m. Some Evenings and Weekends required.
PAY RATE	\$46,616 - \$53,256
PREVIOUS WORK EXPERIENCE	Previous work in event management, hospitality, booking room rentals, scheduling, and preparing contracts a plus. Previous customer service experience required.
EDUCATION	High school graduate or equivalent.
SPECIAL SKILLS & TRAINING	Previous experience with RecTrac or other recreation software a plus.
BASIC RESPONSIBILITIES	Oversee the scheduling of all Special Services facilities including: The Hawk, Costick Center, Jon Grant Community Center and The Longacre House. Event Management. Answering customer inquiries and booking room rentals, scheduling classroom and special event space, scheduling sports field reservations, preparing contracts, preparing staff schedules, working with customers on room setups and A/V needs, handling and processing transactions, assisting with front office responsibilities and ordering supplies.
HOW TO APPLY	All candidates must complete an online application . Please create an account and submit online for consideration.

EQUAL OPPORTUNITY EMPLOYER