



Nekoosa Community Center Building Supervisor

The City of Nekoosa has a wonderful part time opportunity for a person who enjoys working with people and is looking for flexible working conditions. We desire a person who takes pride in attending to the needs of the public and groups while they utilize our community center building. If you possess customer service skills and enjoy working with the public, this may be the employment opportunity for you.

Responsibilities include but not limited to:

- Responsible for opening, securing and closing the community center
- Schedule all rental activities and rental fee collections
- Maintaining communications with renters
- Setting up and take down for various events
- Perform tasks to keep the building clean and organized

The ability to communicate effectively with the public with a pleasant personality with good communication skills is an essential part of the position. The ability to work independently with minimal supervision is also a key function. This position reports directly to the Public Works Director.

Ideal candidates should possess:

- High school diploma or GED
- Prior work experience in customer service environment desired

Application available on the City of Nekoosa Website. Please e-mail Resume, Cover Letter and Application to Rschmidt@nekoosawi.com.