



## Work<sub>kvcc</sub> Now!

### *Student Employment Program*

## POSITION ANNOUNCEMENT

**DATE:** July 29th, 2016

**POSITION TITLE:** Alford Recreation Center Worker

**INSTITUTION:** Kennebec Valley Community College (KVCC) is a 2-year comprehensive community college in the center of Maine serving approximately 2400 students from Somerset, Kennebec, and Knox counties and well beyond. In 2014, KVCC expanded its Fairfield-based operation to include a new 600-acre Harold Alford Campus in Hinckley, Maine. KVCC's Alford Campus offers an unparalleled environment for inspiring new academic energy and innovative thinking. KVCC is a highly collegial environment emphasizing respect for employees, students, and the community we serve.

**SALARY:** Contract \$10/hour; 20 hours week; 16 weeks (duration)

### **QUALIFICATIONS:**

*Below are the required skills for a successful applicant:*

- Friendly and supportive attitude when assisting recreation center patrons.
- Working knowledge of WORD and EXCEL an ability to create documents, save and print documents. Comfort reading and responding through e-mail. Willingness to learn additional computer software packages
- General Office tasks to include photocopying and scanning
- An open minded, enthusiastic, customer service attitude
- Ability to work, take initiative, and make decisions alone
- Punctuality, dependability, and excellent written and oral communication skills
- Ability to work 20 hours a week, Monday through Friday between the hours of 10 a.m. and 6 p.m. with occasional weekend and evenings.

### **RESPONSIBILITIES:**

The Alford Recreation Center Worker will work with the Office of Student Life to plan and implement activities in the Alford Recreation Center. This position will assist students, faculty, staff and guests of the college with checking into the recreation center. Checking out equipment for use, keeping the fitness room and other facilities clean and general supervision of the recreation center is also included in this job. There is a possibility for continued employment based on continued funding of this position after the 16 weeks.

**APPLICATION PROCEDURE:** Interested applicants should request an application from Kevin Richards:

[krichards@kvcc.me.edu](mailto:krichards@kvcc.me.edu)

Or mail to:

Kevin Richards, 92 Western Avenue, Fairfield, ME 04937

***Please return the completed application to the above e-mail.***

*Kennebec Valley Community College is an equal opportunity affirmative action institution and employer. Adaptive equipment is available upon request. For more information, please contact the Affirmative Action Officer at 453-5000.*

**Kennebec Valley Community College**

92 Western Avenue, Fairfield, Maine 04937-1367

(207) 453-5000 Fax (207) 453-5108