



John R Drybread Community Center  
100 E Main Cross St  
Edinburgh, IN 46124

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John R Drybread Community Center is looking to hire a part-time staff member to assist with daily operations of the center. The Community Center runs programs such as the Farmers Market, Yard of the Week, Scarecrow Madness, Euchre, and Senior Moments. Various classes and activities are added throughout the year. The Community Center also hosts monthly meetings for local philanthropic groups and community organizations. Tickets for events and town apparel and keepsakes are also sold at the center. This position is looking for great customer service skills to help residents and visitors find resources. Computer skills are needed to enter daily sales reports and able to learn the Point-of-Sales system. Physical demands include weekly cleaning maintenance (vacuuming, mopping, dusting, restrooms, etc).

This position is under the Parks and Recreation Department and reports to Community Development Director and Parks and Recreation Superintendent.

Application is open Friday, April 26 through Friday, May 10.

Weekly work schedule may vary. This position is for 20 hours a week (2.5 days) and not to exceed 29.5 hours.

Apply in person at John R Drybread Community Center, 100 E Main Cross Street, Edinburgh, IN 46124

#### JOB RESPONSIBILITIES

##### **Normal Daily Operations including but not limited to:**

Telephone  
Email  
High Quality Customer Service

##### **Point of Sales duties including but limited to:**

Learn RecTrac POS program  
Collecting and reconciling money for various programs and inventory items

##### **Building maintenance includes but is not limited to:**

Dusting  
Vacuuming

Mopping

Inventory of paper towels, toilet paper, soap, etc.

**Programming duties include but not limited to:**

Assist with developing community programs

Schedule programs for 3<sup>rd</sup> party users

**Other duties include but not limited to:**

Familiarize self with community resources and county partners

Familiarize self with town departments and contacts for citizens

**Community Events:**

Assist with planning community events such as Fall Festival, Firecracker Festival, Holiday of Lights

Work community events, which include some holidays, nights, and weekends