



**City Hall
118 Orchard Street
Morenci, MI 49256
(517) 458-6828**

Job Description

Position: Day Recreation Program Assistant

Summary

This position assists the Day Recreation Program Coordinator with the activities of the Day Recreation Program for the City of Morenci. Duties include taking direction from the Day Recreation Program Coordinator and watching children involved with the program.

Supervision Received

Work is performed under the general supervision of the Day Recreation Program Coordinator.

Responsibilities and Duties

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Promote the program to get additional children involved.
2. Take direction from the Day Recreation Program Coordinator involving tasks that need complete to ensure the smooth operation of the program.
3. Watch over children involved with the Day Recreation Program.

Employment Qualifications

1. High school graduate.

Approved: May 18, 2015 by the Morenci City Council