



"One Team, One Town, One Family"

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

Summer Recreation Program Assistant

The Summer Recreation Program Assistant will perform duties pertaining to the Summer Recreation Program for the City of Morenci, which includes watching over the children involved with the program. To review the job description in detail, visit www.CityofMorenci.org.

Please note that applications are due by Monday, June 19, 2017 by 4:00 p.m.

This position is a part-time position at around 7 hours a week from mid-July to mid-August (Tuesday and Thursday).

Instructions to Apply for the Position

Please submit an application along with any additional applicable information to Michael S. Sessions, City Administrator / Clerk via email at michael.sessions@cityofmorenci.org or hard copy to:

City of Morenci
Attn: City Administrator / Clerk
118 Orchard Street
Morenci, MI 49256

The City of Morenci is an Equal Opportunity Employer



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Job Description

Position: Summer Recreation Program Assistant

Summary

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

Supervision Received

Work is performed under the general supervision of the Summer 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 Summer Recreation Program Coordinator involving tasks that need complete to ensure the smooth operation of the program.
3. Watch over children involved with the Summer Recreation Program.

Employment Qualifications

1. High school graduate.

Approved: May 16, 2017 by the Morenci City Council