



Employment Opportunity

City of Arcata Recreation Division

Building Supervisor

General Information:

The City of Arcata Recreation Division is now accepting applications for Building Supervisor. This position supervises weekly drop-in recreation activities, as well as provides janitorial, support building security, and event set-up and clean-up support for facility rentals and special events at the Arcata Community Center. This is a part-time position with the City of Arcata and does not include benefits.

Building Supervisor Qualifications:

This position requires a high degree of community interaction. Applicants exhibit exceptional customer service skills and experience working with the public including the ability to be flexible and quickly adapt in dynamic environments. Qualified applicants must be 18 years of age and must be certified in CPR and First Aid and Tuberculosis clearance prior to the first day of employment.

Pay Range: \$15.37 - \$16.97/hr.
(*Wages to increase January 1st, 2023*)

Program Hours and Shifts:

Daily hours vary based on drop-in activities, facility rental, and special event scheduling. Some special events and rentals may require early mornings (6 a.m.) and/or late nights (2 a.m.) to ensure proper facility cleaning and building security at the end of the event. Building Supervisors work approximately 10-30 hours per week.

Application Deadline:

First review Monday, November 14th, 2022. Open until filled. Applications are available online at www.cityofarcata.org/rec, or in the Recreation Office at Arcata City Hall on the corner of 7th and F Streets. Office hours are Monday-Friday, 9 a.m. - 5 p.m. Applications may also be submitted via email to cgroom@cityofarcata.org. Call (707) 822-7091 for more information.