



JOB OPENING

JOB TITLE	Hawk's Nest Aide
POSTING DATE	July 9, 2024
CLOSING DATE	Open until filled.
DEPARTMENT/DIVISION	Special Services/HAWK
EMPLOYEE GROUP	General
EMPLOYMENT STATUS	Part-time/Temporary
START DATE & WORK SCHEDULE	ASAP 5 to 25 hours per week, additional hrs. and work opportunities are available to staff through our special services programs.
PAY RATE	\$10.50 - \$11.00 per hour
PREVIOUS WORK EXPERIENCE	Experience working with children in an informal or formal setting. For example babysitting or in other relevant experiences.
EDUCATION	High School graduate preferred.
SPECIAL SKILLS & TRAINING	Superior customer service skills. Free babysitter training is provided which must be completed within 90 days of hire. Upon hire, completion of First Aid and CPR certification is required. Strong situational awareness, self-motivation, teamwork, organizational, and communication skills required.
BASIC RESPONSIBILITIES	Under the direction of the Hawk's Nest Leader, this position will provide operational functions before, during, and after HAWK's NEST open hours. Assist with site set-up and clean-up. Keep accurate logs and follow all safety protocols. Interact directly with children, caretakers, and supervisors.
PHYSICAL DEMANDS	While performing the duties of the job the employee is required to stand, sit, kneel, walk, talk, see, hear, and use hands or fingers to handle objects and reach with hands and arms. The employee lifts and /or moves up to 30 pounds.
HOW TO APPLY	All candidates must complete a City of Farmington Hills employment application . Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration.

EQUAL OPPORTUNITY EMPLOYER