

Lynchburg Parks & Recreation Templeton Center Assistant

Description of Position

The Templeton Center Assistant is responsible for greeting visitors through check-in for classes including art, card games, presentations, enrichment, health, and fitness. The student will assist with set up and take down of classes as well as other general office duties. Event planning, organization of calendars, and preparation of promotional materials may be requested. Hours of Operation are typically between 9:00am-5:00pm, Monday-Friday.

The student will report to the Liberty University Federal Work Study Coordinator and Templeton Center Community Recreation Programmer. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office
Student Service Center in Green Hall
1971 University Blvd
Lynchburg, VA 24515

Templeton Center
225 Wiggington Rd
Lynchburg, VA 24502

Job Responsibilities

- Support customer service at the center greeting patrons, taking health screenings, answering phones, taking attendance and other needs as they arise for a variety of classes that include, but are not limited to health, fitness, art, and enrichment programs
- Assists with virtual programming and technology, special projects and citywide events
- Responsible for classroom set up with needed materials and cleanup of area at the end of programs
- Communicates well verbally and in writing with staff, instructors, and patrons responding to questions or needs to achieve successful classes and events
- Assists staff with activities and events at Templeton Center
- Completes projects assigned by supervisor and assists staff with other duties as needed

Job Qualifications

Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher

Pay Rate: \$14 per hour

Length of Employment: Immediate start lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email workstudy@liberty.edu. To apply, click here: https://careers.liberty.edu/?job_posting=R0001083.