

PART TIME MACC STAFF

The Town of Signal Mountain is seeking an individual for part-time employment as staff person for the Mountain Arts Community Center.

Position Summary: Under the direction of the MACC Director, responsibilities include answering the phone and registering students, assisting teachers where needed, light computer and filing work, light clean up after events and projects as assigned. Hours needed are 4-8 Monday, Tuesday and Thursday, with occasional opportunities for weekend hours. This position is available immediately and goes through the end of May. This person could be on call for the summer as events necessitate, and could resume again in August. Applicants should possess at least a high school diploma or the equivalent, and a working knowledge of MS Word, Access and Excel. Applications may be obtained by mail by calling (423) 866-2177, or online at [www. signalmountain.gov](http://www.signalmountain.gov). A signed application, your resume, and contact information for three references must be received at Town Hall, 1111 Ridgeway Avenue, Signal Mountain, TN 37377 by 4:30 p.m. on Friday, March 5, 2010. A post-offer drug screen and physical are required. It is the policy of the Town of Signal Mountain not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in it's hiring, employment practices, and programs.