



City of Hamtramck
3401 Evaline Avenue
Hamtramck, Michigan 48212

Invites applications for the position of:
Summer Youth Supervisor – Part Time
An Equal Opportunity Employer

Job Description Summary:

The City of Hamtramck is looking for supervisors for the Summer Youth Internship program. You will work with youth, giving them instructions while providing them with supervision and positive role modeling. Projects may include park, street, and building maintenance, and light clerical duties. The Summer Youth program will run from July 11 –September 1, 2017. The work schedule is Monday – Thursday, from 8:30 a.m. – 3:15 p.m.

Scope of Work

- Supervising Summer Youth Interns
- Cutting weeds, painting buildings, light maintenance, planting trees, spreading mulch, and prepping ballfields, and planting flowers
- Cleaning trash, painting curbs and fire hydrants, and light maintenance
- Clerical duties, shredding documents, and data entry
- Other duties as assigned

Education, Experience, and Qualifications

- Must be a US Citizen
- Must be at least 20 years old
- Must have a high school diploma or GED
- Must be able to pass a drug and background check

Compensation: \$11.00 per hour

Application Process: Download applications at www.hamtramckcity.com. Or pick up applications from The City Hall table that is located inside of City Hall, Assessor's office on the 1st floor. Return completed applications in person to The Hamtramck City Hall Human Resources Department, 3401 Evaline, 3rd Floor, Hamtramck, MI 48212. Please return the applications between the hours of 1 p.m. - 4:00 p.m. Applications must be returned by Tuesday, May 16, 2017.

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.



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