

The Preservation Association of Beaver Island

Preserving the Unique Culture and Character of Beaver Island

Now Supporting and Operating

The Beaver Island Community Center

At the Heart of a Good Community

and

WVBI-FM 100.1

The Voice of Beaver Island

**PABI Seeks Job Applicants for Peak Season 2015
Full Time – May 15st to September 14th (6 days a week)
With opportunity for regular part-time work over rest of year**

Concessions Manager—Afternoon/Evenings:

Working 3:00 p.m until 9:30 p.m.--Monday through Saturday, during the peak season—but only daytime and one night a week over the remainder of the year. **Responsibilities include:**

- **BICC Concession sales:** Select, Order, Display, Sell, Stock, and Account for items purchased in the Welcome Area—preparing food, keeping concession area clean in afternoon/evening (e.g., cleaning pop corn & hot dog machines, sweeping floor, checking-on and supplying rest rooms, etc.) and closing the Center safely at night.
- **BICC Information provider** and “Sometimes Concierge” for Center Visitors; giving directions, answering questions, promoting community and Community Center events and activities (personally and via electronic postings) while selling tickets for PABI and BICC events, and maintaining count of Center visits.
- **BICC Silent Auction**—solicits donors, acquires donations, determines value, makes bidding sheets, arranges and displays items, posts sheets, advertises auction, collects money, contacts winners, arranges for pick-up or delivery, keeps record of sales, writes and sends acknowledgment letters, prepares annual report.
- **BICC Movies**—selects 2 or more to be shown each week, prepares schedule, advertises on display board and posters, delivers to businesses and library, picks up movies, arranges for showing, solicits opinions and reports attendance and income.
- **BICC Team Member & General Assistant**—communicates with and helps other staff/volunteers as needed (e.g., WVBI) and is prepared to handle Center emergencies.

Application forms are available at the Community Center. Return to Carol Creasser by May 8, 2015. A Preservation Association of Beaver Island Board Committee will contact you for an interview.