

Good Afternoon!

In order to ensure the safety of our students and the building, we are adding a Building Attendant position on Saturday mornings and early afternoons when there are activities going on at Nova. The major responsibility of this role is to let students/parents/etc. in and out of the building. The Building Attendant would be able to sit at the front desk and do other work as time permits (e.g. grading, working on the computer, reading, etc.)

We would provide training on working the security system, and procedures for buzzing people into the front door and verifying their purpose. Rate of pay is \$12.00/hour.

Proposed hours are **8:30 am - 1:30 pm** on the following dates:

November 21

December 12, 19

January 9, 16, 23, 30

February 6

Proposed hours are **8:30 am - 4:30 pm** on the following dates:

November 14

December 5

February 13

February 20

If interested in signing up for one or more of the dates, please contact Chris Rovn.