Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Activity Supervisor - Richland Elementary-Part Time

November 17, 2026

Job Summary:

Under the direction of building administration, the activity supervisor is responsible for supervising elementary students in the cafeteria/playground and to enforce all rules of the building.

Qualifications:

Required:

A. High School Diploma or equivalent
B. Satisfactory school or previous employment/attendance records
C. A demonstrated ability to communicate effectively—orally and in writing
D. Ability to work as a team member and independently

Desirable Characteristics:

A. Experience working with school age children preferred
B. Friendly and flexible, willing to work with the demands of an elementary cafeteria/kitchen schedule
C. Evidence of ability to learn procedures and operations
D. Demonstrated successful communication skills with students, staff, administrators, parents, and community members

Duties:

A. Supervise elementary students in cafeteria and on playground
B. Enforce cafeteria and playground rules
C. Ability to read and interpret written and verbal instructions, safety rules, operating and maintenance instructions, and procedures manuals.
D. Clean tables between student lunches
E. Perform other duties as assigned by administration

STATEMENT OF NON-DISCRIMINATION

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Application Deadline: Open Until Filled

Start Date & Hours: ASAP, Monday, Wednesday, Friday, 9:30 a.m. – 3:00 p.m.

Salary: $16.54 Per hour (step 1)

Apply To: Candidates who are qualified and wish to be considered for this position must submit a Red Rover online application at www.gulllakecs.org that includes a letter and resume.

Questions: Contact –Deanne Austin, Assistant Human Resources, daustin@gulllakecs.org