

Hartland Community Education
9525 E. Highland Road, Howell, MI 48843
810-626-2150
JOB POSTING

Position: Hartland Community Education Night Supervisor

Description: We are looking for a dynamic individual to join our team. Applicants must have great customer service skills and be able to multitask in a fast-paced environment. The night supervisor monitors the evening activities in the HESSC with internal programs and external rentals. Duties include room and equipment set up, attendance for some programs, monitoring hallways and maintaining safety, assisting the public with questions and securing areas of the building that are not in use. Our office supports the Senior Center, Hartland Gymnastics Academy, Dynamic Expressions Dance Studio, the Hartland Early Learning Center, Prelude Children's Theater, HUFC Soccer, and Aquatics programs. This is a year-round position working 10-15 hours per week and work hours will include evenings (Monday through Friday) and occasional weekends (1 to 4 times a year).

Qualifications:

- Dependable and able to work well with a variety of people
- Knowledge of audio-visual set-up and basic computer skills
- Excellent customer service and problem-solving skills
- Familiarity with Hartland Community Education programs
- Must have a highly developed sense of integrity and meet all attendance requirements
- High School diploma or GED
- Similar work experience preferred

Location: Hartland Community Education

Date of Posting: October 7, 2026

Apply To: Resume and Cover Letter may be hand delivered or via email to:
Stephanie Darish, Assistant Hartland Community Education Director
stephaniedarish@hartlandschools.us

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