



The Village of Schoolcraft

442 NORTH GRAND • POST OFFICE BOX 8
SCHOOLCRAFT, MICHIGAN 49087-0008

AREA CODE 269

OFFICE: 679-4304 • FAX: 679-4761

POLICE: 679-5600 • PUBLIC WORKS: 679-5658

BUILDING DEPARTMENT: 800-627-2801

WWW.VILLAGEOFSCHOOLCRAFT.COM

Job Opportunity

Part Time Front Desk Person for the Village of Schoolcraft

Days and hours are Monday, Wednesday and Friday from 8 a.m. to 5:00 p.m. as well as fill in on an "as needed" basis. Hourly wage is \$20.00 to \$21.00 per hour depending on qualifications. If you enjoy working with people, are a good multi-tasker and like working in a fast-paced environment, this might be the job for you.

Job responsibilities would include the following:

Answering the phone, redirecting calls, and providing accurate information to our callers.

Greeting customers.

Be an excellent multi-tasker.

Pay close attention to detail.

Data entry.

Have knowledge of bookkeeping or accounting skills.

Taking water utility and other miscellaneous payments.

Assisting with special projects and much more.

Resumes will be accepted March 27, 2026, at 5:00 p.m. If you are interested in this position, please send us your resume by mail or e-mail to the following:

Village of Schoolcraft

PO Box 8

Schoolcraft, MI 49087

cmlutz@villageofschoolcraft.com

Oak Tree: Author James Fenimore Cooper wrote *Oak Openings*, a book about Schoolcraft after visiting in the first half of the 19th Century.

House: The Dr. Nathan Thomas house was a station on the Underground Railroad. He was the first physician in West Michigan.

Arrowheads: Offer tribute to the Native Americans who settled here prior to the arrival of the European-descended newcomers.

Plow: The sale of prairie lands attracted new settlers to Schoolcraft, the site of the first settlement in Kalamazoo County.

Beehive: The first settler, Bazel Harrison was a character in *Oak Openings* known as "The Bee Keeper".