



## VACANCY ANNOUNCEMENT

Job Title: Sales and Rental Specialist  
Closing Date: Open until Filled  
Salary: \$12.24/hr  
Job Type: Part-time  
Department: Parks and Recreation – The Station at Central Park/Aquatics Center

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### JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS

To assist in the development and monitoring of the rentals of park pavilions, renting of rooms/spaces as The Station at Central Park (recreation center and aquatic center). Work includes cleaning, scheduling, organizing and evaluating customer's rental experiences.

Experience with PC based applications including Word, Excel and internet browsers preferred.

Driver's license may be required.

First Aid, CPR, AED certification or ability to obtain with first six months of employment is required.

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### ALL APPLICANTS MUST COMPLETE AN APPLICATION

Return completed application to Moore City Hall. Selected applicant must pass background investigation, drug screen and supply a current driving record.

For additional information regarding work duties please visit [www.cityofmoore.com](http://www.cityofmoore.com)

City of Moore is an Equal Opportunity Employer