



## VACANCY ANNOUNCEMENT

Job Title:	Front Desk Attendant
Opening Date:	June 16, 2020
Closing Date:	open until filled
Salary:	\$9.38 per hour
Job Type:	Two vacancies Part-time (regularly works 29 hours or less per week), no benefits
Department:	Parks and Recreation - The Station at Central Park

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### JOB SUMMARY

The Front Desk Attendant will be the first impression of The Station at Central Park, responsible for controlling access to The Station at Central Park (recreation center) while providing a high level of quality customer service (i.e. – greeting the public and providing program information). Use knowledge of activities, programs, camps, and special events available in order to inform participants, and will be required to enforce rules, take admissions money, assist with program registration, and sell day passes to the recreation and aquatic centers (The Station at Central Park).

NOTE: Front Desk Attendants are required to work flexible hours that will include weekends, mornings, evenings, holidays, and special events. If you are not available to work these times, you will not be considered for the position.

#### Experience and Education:

##### Experience:

None required, but any experience with PC-based applications including Word, Excel, and internet browsers would be helpful.

##### Education:

None required

##### License or Certificate:

CPR, First Aid and AED certification, or the ability to obtain within the first 6 months of hire is required. Possession of, or ability to obtain, a valid driver's license may be required.

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#### ALL APPLICANTS MUST COMPLETE THE APPLICATION FOUND AT:

<https://www.cityofmoore.com/departments/jobs>.

For additional information regarding this position including duties, responsibilities, and minimum qualifications, please visit our website at <https://www.cityofmoore.com/departments/jobs>.