

FOSS PARK DISTRICT

TITLE: Part-Time/Temporary Receptionist/Registration Clerk

GENERAL STATEMENT OF DUTIES:

Responsible for the operations of the front desk of Recreation Center.

DUTIES AND RESPONSIBILITIES:

1. Answers phones, public inquiries or channels inquiries to appropriate staff if necessary.
2. Registers the public in district programs.
3. Provides the public with program information and program details.
4. Screens facility requests and forwards them to the Recreation Supervisor for approval.
5. Receives payments for programs and services.
6. Performs initial reconciliation of their shifts receipts, checks and cash. Deposits shift receipts.
7. Maintains records and files relating to registration, waivers and other recreation department functions.
8. Responsible for keeping front desk area, and information racks organized and neat.
9. Responsible for operating office machines, i.e., copier, computer terminal, and cash register.
10. Support and assist with special events, recreation functions etc... Appropriately respond to internal and external phone calls and e-mails in a timely manner.
11. Provide clerical support to all departments.
12. Perform other related duties as required or assigned.

HOURS:

Thursdays and Fridays 4:00pm – 8:30pm & Saturdays 9:00am – 1:00pm

QUALIFICATIONS:

Documents that establish both identity and employment eligibility are required.

EDUCATION:

High School Diploma or GED is required.

EXPERIENCE:

Six (6) months to one (1) year of related office experience.

KNOWLEDGE AND ABILITIES:

- Ability to deal with the public in a courteous and tactful manner.
- Ability to work effectively with fellow employees.
- Basic knowledge of office equipment.
- Ability to organize paperwork effectively.
- Ability to handle multiple phone calls.
- Ability to project a positive image and neat appearance to visitors of the Foss Park District.
- Good oral and written communication skills.

Physical Requirements:

Good physical condition; requires some amount of lifting and moving of heavy objects, and requires frequent walking and some climbing.

- Must pass a background check and pre-employment exams.