**Open: April 1, 2025**

**Duration: 3 Month Temporary position (April 21st-August 8th Estimated time)**

**Supervisor: Front Desk Coordinator**

**Regular Hours: 30-35 hours weekly**

**Schedule: Flexible schedule Sunday – Saturday- Morning Shift**

**Wage: $15.39-$18.93**

**Summary:** Serves as receptionist to the Front Lobby/Recreation Center: provides information and direction to citizens and /or employees.

**Essential Duties and Responsibilities** include the following. **Other duties may be assigned.**

* Coordinates front desk lobby area, point of sale, memberships and facility software.
* Screens incoming calls and correspondence and responds independently when possible.
* Distribute marketing materials detailing the benefits of the various activities the district offers.
* Work with schools, groups and other agencies to ensure proper activity space and use of property.
* Compiles and maintains program reports.
* Prepare media information for release and good communication flow with program participants.
* Maintain inventories of office supplies.
* Directs preparation and filing of recreation center documents.
* Creates and maintains database and spreadsheet files.

**Competencies**

**To perform the job successfully, an individual should demonstrate the following competencies:**

Analytical - Collects and researches data; Uses intuition and experience to complement data.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions

Technical Skills - Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality;

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions;

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

Diversity - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans own work activities and uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance.

Quantity - Completes work in timely manner; Works quickly.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

**Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.