

Community Center-Front Desk

Position: Temporary

Scheduled Hours: 10-20 hours a week (depends on availability)

Wage: \$10.75

Description of Duties:

Front Desk Extra Help will provide customer service to citizens of McMinnville and surrounding areas at the Community Center, provide registration and reservation assistance to customers, and assist with event setup.

Supervision Received:

Supervised by the Community Center Manager

Supervision Exercised:

No supervision of staff

Essential Duties and Responsibilities:

- Assist customers in registration for classes/programs and facility reservations at the Community Center.
- Answer patron questions in person as well as via phone and email.
- Provide information for recreation programs/events.
- Assist with setting up rooms for facility rentals.
- Maintain the general appearance of the spaces within the community center.
- Assist our full-time staff in providing great customer service to the general public.
- Be knowledgeable about current programs, memberships, parks, and facilities.
- Maintain a safe and controlled environment.
- Supervise patrons while they are in the Community Center.
- Enforce and adhere to all policies and procedures.
- Act in a professional manner at all times.
- Complete additional duties assigned by full-time staff.

Knowledge and Skills:

- Proficient in MS Office Suite
- Ability to self-motivate with little or no supervision
- Has the ability to multitask, problem solve, and remain calm in situations with the public
- Effective verbal and written communication skills
- Bilingual (English/Spanish) preferred
- Cash handling skills

Education, Experience and Requirements:

- Must be at least 18 years of age
- Satisfactorily pass criminal history and reference checks
- Must obtain CPR/AED certification

Physical Demands of the Position:

- Must be able to lift and carry 30 lbs
- Must be able to walk, climb, bend, and stoop to complete tasks.

Working Conditions:

- Ability to work in an office environment
- Worker may be exposed to unruly patrons
- Worker will at times work independently