

**CITY OF MCMINNVILLE, OREGON
PART-TIME EMPLOYMENT**

Community Center Front Desk: Offered through City of McMinnville Parks and Recreation, year-round. Part-time positions available Sunday-Saturday (daytimes and evenings). \$10.25/hr. Must be at least 18 years of age and high school graduate, proven public relations skills, and outstanding full or part-time experience in office related and event related positions.

Responsible for assisting customers at the McMinnville Community Center. Front Desk staff answers patron questions, assists patrons with registrations/reservations, and supervises the building with limited light maintenance duties. Staff will also assist with community and private events including setup and teardown of events. Applicants must possess strong computer and cash handling skills as well as effective verbal and written communications skills.

To apply: Applicants should submit a completed City of McMinnville Application Form and cover letter.

POSITION OPEN UNTIL FILLED.

Application submissions may be made VIA HARD COPY To:
**CITY OF MCMINNVILLE
HUMAN RESOURCES
230 NE SECOND STREET
MCMINNVILLE OR 97128**

Or
VIA E-MAIL TO:
hr@mcminnvilleoregon.gov

NOTE: APPLICANT ACCEPTS ALL RESPONSIBILITY TO CONFIRM WITH HUMAN RESOURCES THAT AN ELECTRONIC APPLICATION HAS BEEN RECEIVED VIA E-MAIL. CONFIRMATION CAN OCCUR EITHER VIA PHONE AT (503) 434-2328 OR VIA E-MAIL TO HR@MCMINNVILLEOREGON.GOV

The City of McMinnville is an Equal Opportunity Employer.