



## **DESK ATTENDENT (Seasonal June to September)**

### **Summary**

Responsible for general office duties including issuing beach permit stickers and answering phones.

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

- Issues beach stickers, launching ramp permits and collects fees
- Registers participants in various classes and collects fees.
- Answers phones and responds to questions about Recreation Department programs.
- Must be able to communicate with general public

### **Education and/or Experience**

High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.

### **Hours:**

Daily 8:00 am – 4:30 pm; Evenings 430p-8p (Seasonal June to September)

### **Payrate:**

\$12.00/hr to \$13.00/hr