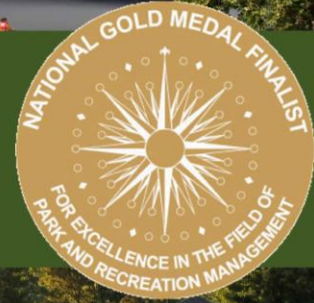




Life Should be Fun...
Let Us Help!



City of Roswell Recreation & Parks Job Vacancy: Front Desk Receptionist

**Location:**

Various Park facilities

Status:

Part time, less than 29 hours per week

Pay:

\$7.25 - \$10.00 depending on experience

Schedule:

Hours vary based on facility needs and range from 10-29 hours per week.

Description:

This position is responsible for opening the facility for business, answering phones, greeting customers and park visitors, relaying information on Recreation and Parks programs, supervising free play and programs held at the facility. This position may also assist the supervisor with tasks and duties to improve efficiency of programs, facilities, and security of facility and patrons and serve as a liaison for camps and other programs.

Requirements:

Excellent customer service and communication skills, proficient in Microsoft Office applications, ability to handle phone calls and walk-in patrons simultaneously.

Applications are only accepted on-line at www.roswellgov.com/employment

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.