



City of Roswell Recreation & Parks Job Vacancy: Life Studio Facilitator



Location: Roswell Visual Arts Center

Status: Part-time (varies from 10 to a max of 29 hours per week)

Pay: \$7.25 - \$10.00/hr depending on experience

Schedule: Hours vary based on facility needs

Description:

This position is responsible for opening and closing the facility, answering phones, greeting customers and park visitors, giving information on Recreation and Parks programs, and facilitating the Life Studio program. This position may also assist 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.

Required:

- High School Diploma/GED
- Good character
- Exceptional Customer Service Skills
- Proficiency in MS Office applications, familiarity with Mailchimp
- Ability to handle phone calls and walk-in patrons simultaneously
- Supervisory skills
- Solid communication skills – written and verbal
- Ability to follow and enforce policy and procedures
- Proficiency in rendering the human form

Preferred:

- Experience working as a front office staff in a recreation setting
- Experience handling registration/payments for services.

Applications are only accepted 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.