

Coggan Family Aquatics Complex
Job Description

Position: Front Desk Personnel

Pay Scale: Hourly

Days/Hours: Weekday and Weekend shifts.

Job Description:

Responsible for collecting money and greeting participants as they enter the facility. Answering phone calls. Signing up participants for classes and membership.

Qualifications:

- Must be 16 years old
- Must have a basic understanding of Microsoft Word and Excel
- Must have good communication skills
- First Aid/CPR a plus but not required

Representative Duties:

- Greet and collect money from patrons as they enter the facility
- Provide general information to patrons regarding schedule and programs
- Answer phone calls, take messages for staff
- Sign participants up for classes and memberships
- Be able to look up patron's name and membership status when needed
- Perform other clerical duties as needed
- May be asked to assist in First-Aid or other emergency situations