



JOB OPENING

JOB TITLE	Guest Services Coordinator
POSTING DATE	March 27, 2025
CLOSING DATE	Open until filled.
DEPARTMENT/DIVISION	Special Services/HAWK
EMPLOYMENT STATUS	Temporary
START DATE & WORK SCHEDULE	ASAP This is a part-time position with a maximum of 25 hours per week. Must be able to work ALL shifts.
PAY RATE	\$16.00 - \$18.00 per hour
PREVIOUS WORK EXPERIENCE	One year of customer service experience. Experience working in recreational facility setting.
EDUCATION:	High school graduate or equivalent preferred. Must be at least 18 years of age.
SPECIAL SKILLS & TRAINING	Proficient in all aspects of computers, preferably Microsoft Word, Excel, Internet-based online systems, and RecTrac. Excellent communication skills, customer service, and multi-tasking skills for extensive interaction with the public. Typing (35 wpm), filing, ability to problem solve, and possessing working knowledge of general office equipment.
BASIC RESPONSIBILITIES	Availability to open and close the facility, counting cash, assist guests and passholders with memberships, day passes, class registrations and check-ins. Ensure Guest Services Assistants are responding to WebTrac emails, assist in training, ensure memberships are done correctly, ensure ALL day pass paperwork is scanned and uploaded to guests accounts in a timely manner, ensure guest and member photos are on file. Train new hires and call waitlist for camps and activities. Ensure all cash handling procedure are documented and enforced.
HOW TO APPLY	All candidates must complete an online application . Please create an account and submit online for consideration.

EQUAL OPPORTUNITY EMPLOYER