

Position: Recreation Assistant

Posting Start Date: 9/10/19

Posting End Date: Continuous

Salary: \$10.00 Hourly

Work Schedule: 23 hours/week minimum. T/TH/F 12:30-5:30pm and Saturday 9am-5pm, vacation weeks may include extra hours, including nights and Sundays.

Job Type: PT Permanent

Location: Town of Waterville Valley

Department: Recreation Department

Duties & Responsibilities:

- Performs cash handling duties and program registrations, including following established procedures to assess charges, evaluate passes and/or permits and collecting monies.
- Performs customer service role which may include interacting with parents, participants, program partners, and/or town staff to provide information and solve problems.
- Works as part of a team, attending training, orientation and/or staff meetings as needed.
- Assists other facility staff when needed.

REQUIRED MINIMUM QUALIFICATIONS:

- Minimum age: 18 years old.
- Customer service skills.
- Clean and neat appearance.
- Integrity/ethical behavior.
- Interest, desire and ability to provide excellent customer service in person and on the telephone.
- Tactful and effective communication skills.
- Pass a background check

DESIRED QUALIFICATIONS - in addition to the required minimum qualifications:

- Cash handling experience.
- Current Red Cross or equivalent CPR/AED certification.
- Customer service experience.

WORK SCHEDULE:

23 hours/week minimum. T/TH/F 12:30-5:30pm and Saturday 9am-5pm, vacation weeks may include extra hours, including nights and Sundays.

The Town of Waterville Valley is an equal opportunity employer. Employment application can be found at <https://wvrd.recdesk.com/Community/Page?pageId=10744>

Return to:

Town of Waterville Valley - Attn Recreation Director

PO Box 500

Waterville Valley, NH 03215