



310 N. Franks Ave. Sturgis, MI 49091

**NOW
HIRING!**

FRONT DESK ATTENDANTS



Part Time – Afternoons – Evenings – Weekends

Responsibilities include: Responsible for the daily operations and clerical duties of the reception/front desk. This position meets and greets all members and visitors upon entering the facility while providing professional and courteous customer service at all times. Some of the duties include: computer system work, class & court reservations, providing information on events and activities, answering the phone, enrolling memberships, cash register operations and more.

Qualifications:

Education: High School graduation or equivalent. Ability to read, write and effectively communicate with a variety of ages of people.

Experience: Prior customer service experience is required. Some experience in secretarial, clerical, computer systems/software and record keeping is preferred.

Physical Requirements: [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

- Ability to enter and retrieve information from a computer.
- Ability to solve basic mathematical equations.
- Ability to access all areas of the recreation center.
- Ability set-up and tear-down rooms/courts with tables, chairs and other athletic equipment.
- Stooping, kneeling and crouching to perform physical activities associated with programs and events.
- Ability to lift various objects, at times, weighing not more than 50 lbs.
- Ability to stand for prolonged periods of time to monitor and evaluate the activity in the facility.

To apply, please call (269)659-8110 or stop in TODAY for more details!