

Front Desk Clerk

POSITION SUMMARY:

Under the direction Zena Rec. Board of Directors, the front desk clerk will greet and check members and their guests into the park during operating hours. Job duties also entail taking membership payments and signing up new members that purchase memberships.

ESSENTIAL FUNCTIONS:

- Good understanding of office administration and basic bookkeeping practices.

QUALIFICATIONS:

- Friendly demeanor to welcome members and their guests.

PHYSICAL DEMANDS:

This job is outdoors, under a pavilion during the summer months, must be able to plan accordingly to the weather.