

POSITION: Front Desk Staff

JOB TYPE: Part-time

PAY: \$12.00 per hour



POSITION SUMMARY:

This position is responsible for handling front office reception and administration duties, including greeting customers, answering the phone, and handling inquiries and general office tasks. A provision of security is required to secure facility during open/close of business

ACCOUNTABILITIES:

- Prepare business for opening to include walkthrough to turn lights on/off the main level and basement/pool level
- Answer phones / transfer phone call to appropriate staff members
- Provide information about our programs
- Greet and welcome customers
- Renew/create memberships for new or returning members
- Take payments at cash register
- Cash out and make bank deposits
- Sign up members for programs/camps/sports/swim lessons
- Make copies, collate and staple packets

PHYSICAL REQUIREMENTS:

- Able to lift, push/pull up to 15 lbs.
- Ability to remain seated/standing for brief periods of time, climb stairs and walk short distances

CORE COMPETENCIES:

- Possesses strong core ethics, integrity, and values consistent with CRA's organizational principles
- Builds effective relationships, identifies internal and external customer expectations, and offers practical, mutually beneficial recommendations, solutions & ideas.
- Demonstrates the knowledge and abilities necessary to perform required job elements to established standards.
- Basic understanding of technology to include telephones, data entry, computer skills (such as word, excel, publisher)

ESSENTIAL SKILLS AND EXPERIENCE:

- Demonstrated ability to receive, understand and fully comply with oral and written directions and instructions
- Demonstrated ability to work well and effectively with others.
- Demonstrated ability to achieve quality and productivity standards.

The Dalton Community Recreation Association is an equal opportunity employer. Please send resume to cauger@daltoncra.org or Dalton CRA Attention Charlene Auger 400 Main Street, Dalton, MA 01226