

## **Front Desk Receptionist**

The Sudbury Park & Recreation Department and the Atkinson Pool are currently looking for a Part-time Front Desk Receptionist.

**Days:** Monday & Wednesday 9am – 3pm.

**Reports to:** Director of Park, Recreation & Aquatics

**Liaison:** Assistant Aquatics Director & Assistant Recreation Director

### **General Duties & Responsibilities**

Provide the highest level of customer service possible.

Answer incoming calls and direct them to the appropriate department member.

Answer questions about Park & Recreation and Pool programs.

Register patrons for Park & Recreation and Pool programs.

Maintain accurate records of financial transactions during shift.

Make various phone calls as directed.

Advise potential members of different pool membership options.

Run end of shift transaction summary and reconcile till.

Maintain front desk area.

Perform any other duties as assigned.

Please submit applications to John Barrett, Assistant Aquatics Director by August 7, 2014. If you have any questions please call John Barrett at 978-443-1092.

Applications may be obtained at the Atkinson Pool Front Desk or by going to [www.pool.sudbury.ma.us](http://www.pool.sudbury.ma.us)

