

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
Job Announcement
Front Desk Clerk — Recreation

Posting Date: December 9, 2021
Closing Date: Open until filled
Starting Date: As soon as possible
Position Status: Part Time – nonexempt
Location: Bainbridge Island Recreation Center (BIRC)
Hours: Approximately 50 hours per month. Weekdays and weekends. Days and evenings. The Park District is open on some holidays as well.
Supervisor: Office Supervisor

JOB DUTIES:

Perform front desk and customer service duties including filing, cash handling, and reconciliation, answering phones, providing general information about the Park District, facility reservations, class registration, and directing calls to appropriate people.

Wage: \$16.10+ per hour DOE

Benefits: Discount on most Park District classes, and free pass to BIRC and pool pass while employed for employee and dependents.

To Apply: **A complete application is required to apply.** Applications and full job description are available at www.biparks.org

Return application with cover letter to Front Desk Supervisor Cheryl Harmon at CherylH@biparks.org

Bainbridge Island Metropolitan Park & Recreation District
Equal Opportunity Employer