



Job Announcement

Front Desk Clerk

Posting Date: 8/5/22
Closing Date: Open until filled
Starting Date: As soon as possible
Division: Administration
Position Status: Part-time, Non-exempt
Hours: Weekdays and weekend hours; varies
Must be available to work weekdays during the academic year.
Supervisor: BIRC Facility Administrator

Duties: Perform front desk customer services, communications, problem-solving, office duties, and staff support for the Park District office or Aquatics Center. Examples of responsibilities include front desk and telephone duties, registration information and processing, money handling, and photocopying.

Wage: 12 step salary scale starting at \$16.74/hour. Starting wage DOE.

Benefits: Discount on most Park District classes, free pool pass at the Aquatic Center, and basic fitness membership at the Bainbridge Island Recreation Center (BIRC) while employed for employees and dependents.

To Apply: **A completed application and cover letter are required to apply.**
Download the job description and application form at:
<https://biparks.org/employment/>.

Background checks will be completed on anyone 18+ that is offered this position.

Send application and cover letter to BIRC Facility Administrator Julie Miller via email to julie@biparks.org or by mail to:

Bainbridge Island Metro Park & Recreation District
Attn: Julie Miller
11700 NE Meadowmeer Circle
Bainbridge Island, WA 98110

**Bainbridge Island Metropolitan Park & Recreation District
Equal Opportunity Employer**