



## **Job Announcement**

### ***Front Desk Clerk***

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Posting Date: 1/5/23  
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: \$17.91 to \$24.79 per hour. Starting wage DOE.

**Benefits:** Part-time employees accrue sick leave at one hour of paid sick leave for every 40 hours worked. 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, resume, 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, resume, and cover letter to BIRC Facility Administrator Julie Miller via email to [julie@biparks.org](mailto:julie@biparks.org) or by mail to:

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

All new employees must present proof of COVID-19 vaccination to begin work.

**Bainbridge Island Metropolitan Park & Recreation District**

**Equal Opportunity Employer**