

Job Title: Seasonal Front Desk

Compensation: \$14.77- Hourly

MUST BE AT LEAST SIXTEEN (16) YEARS OF AGE.

Job Summary:

Under the direction of the Aquatics Director, the front desk staff will perform the day to day front desk operations and work closely with the guests, and aquatic staff. Responsibilities include collecting admission and registration fees, as well as providing information regarding site location, hours of operation, daily activities and could also include selling concessions.

Essential Duties:

- Monitors front desk operations, including admission and registration.
- Provide excellent customer service in accordance with the MCA standards.
- Maintains order of front desk, pro shop items, snacks and daily reports.
- Maintain clean and tidy concession stand.
- Performs related duties as required.
- This position may need to work evening or holidays.

Education, Experience and Formal Requirements:

- Proven ability to provide high quality customer service proficiency with industry standard word processing, spreadsheet, database, graphics, and presentation applications.
- Ability to multi-task, work independently and with a team, and perform detail-oriented functions professional, enthusiastic attitude and a team player.
- Excellent problem-solving and conflict resolution skills
- Ability to work courteously with the public and staff while supporting safety, teamwork, and cooperation.

Certifications:

First Aid and CPR certified a plus but not required.

The Master Community Association is a 501(c) 4 non-profit community development organization whose mission it is to create and sustain a "sense of community" within Central Park through investing in current community assets, efficiently operating community facilities and providing comprehensive community programming.

MCA

PARKS / POOLS / PROGRAMS
