

**CITY OF PIGEON FORGE
DEPARTMENT OF PARKS AND RECREATION
COMMUNITY CENTER**

Position: Part–Time Customer Service Associate - Front Desk

Job Description: This is receptionist, administrative and accounting work assisting with front desk operations and other recreational activities for the Pigeon Forge Community Center. Activities associated with the job include greeting and assisting members and visitors, overseeing and monitoring the activities of children during their stay at the Community Center, assisting with recreation center operations and providing general information about recreation programs and facilities. Additional activities include distributing and collecting recreational equipment and supplies, receiving and receipting fees for classes and other activities, assisting with special events and other activities, answering incoming calls and assisting with the reconciliation and deposit of fees.

Qualifications: High school diploma or equivalent required; Possess a valid Tennessee Driver's License; **knowledge of recreational facilities and swimming pool operations; experience performing basic bookkeeping duties; good interpersonal, organizational and decision making skills;** Basic office equipment experience and customer service experience preferred. Must be proficient in the use of computer software. Must be able to obtain First Aid, CPR, AED certifications. Hours will vary between 20 - 25 hours per week, must be able to work evenings and weekends.

Applications can be completed online at <http://cityofpigeonforgetn.gov> under the Human Resources Link. Applications may be picked up at City of Pigeon Forge Community Center, 170 Community Center Drive, Pigeon Forge, TN 37863. **Mail applications to:** City of Pigeon Forge- Human Resource Department, P.O. Box 1350, Pigeon Forge, TN 37868-1350. **Application must be postmarked by Monday, November 25 2019.**

The City of Pigeon Forge is an Equal Opportunity Employer and considers applicants for all positions, including those that are federal or state sponsored, without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. The City is committed to complying with both Titles VI and VII of the *Civil Rights Act of 1964 (42 U.S.C. 2000d)*. The City is a Drug-Free Workplace, and all applicants are subject to a background check, driving history check, and drug testing in accordance with City policy.