CITY OF PIGEON FORGE
DEPARTMENT OF PARKS AND RECREATION
COMMUNITY CENTER

Position Title: Customer Service Associate, Part-Time

Starting Pay: $12.87/hr

Benefits: Wellness Program, Employee Assistance Program, uniforms and paid holidays (once eligible).

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 but not limited to the following:

- Greeting and assisting members and visitors and answering incoming calls.
- 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.
- Distributing and collecting recreational equipment and supplies.
- Receiving and receipting fees for classes and other activities.
- Assisting with the reconciliation and deposit of fees.
- Work requires an irregular schedule involving evenings, weekends and holidays.

Minimum Qualifications: High school diploma or equivalent required; Possess a valid Tennessee Driver's License; knowledge of recreational facilities preferred; 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.

How to Apply: A City of Pigeon Forge Employment Application is required for consideration of open positions. An electronic application is available on our website, http://www.cityofpigeonforge.com/human-resources.aspx. Paper applications may be picked up at the City of Pigeon Forge Community Center (during operating hours), 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. **Position open until filled.**

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.