



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

Position: Part-Time Customer Service Associate - Front Desk

Duties: Activities associated with the job include greeting and assisting members and visitors, receiving and receipting fees for activities, answering incoming calls, assisting with recreation center operations and providing general information about recreation programs and facilities, and monitoring and overseeing activities for children during their stay at the community center.

Qualifications: Must be at least 18 years old; possess a valid Tennessee Driver's License and a high school diploma or equivalent. 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 Wednesday, September 27, 2017.

The City of Pigeon Forge is an EOE and complies with the ADA and Title VI. Applicant will be subject a background check, driving history check and drug testing in accordance with city policy.