

Part-Time Venue Assistant

Rio Vista Recreation Center

A person in this position will provide customer service to the public involving registration for recreation programs, facility booking, membership management, and general inquiries, both in person and on the phone. The purpose of this position is to provide excellent customer service to all program patrons by exemplifying a positive attitude and exceeding the needs of patrons.

The ideal candidate for this position will be self-motivated and people-oriented, and will possess:

- Experience with multi-line phone systems;
- Experience with cash handling;
- Attention to detail and the ability to multi-task in a fast-paced environment;
- Ability to de-escalate tense situations both in person and on the phone;
- Strong computer skills and ability to grasp complex concepts and software functionality quickly;
- The ability and desire to learn and adapt;
- Excellent customer service, collaboration and relationship building skills.

Requirements

- Must be a minimum of 16 years of age;
- There is no previous related experience required or a minimum education requirement;
- CCC/AED certification is required within two months of hire.