



We're Hiring!

FRONT DESK ATTENDANTS

Responsibilities

Responsible for the daily operations and clerical duties of the front desk. This position meets and greets all members and visitors upon entering the facility while providing professional and courteous customer service at all times. Some of the duties include, but are not limited to: computer data entry, class and court reservations, providing information on events and activities, answering the phone, enrolling memberships, cash register operations and other duties as needed.

Qualifications

Education: High School diploma or equivalent with the ability to read, write, and effectively communicate with a variety people of all ages and ethnic groups.

Experience: Prior customer service experience, secretarial, clerical, computer system operation and record keeping is preferred.

Physical Requirements: This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements: [Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]

- Ability to enter and retrieve information from a computer.
- Ability to solve basic mathematical equations.
- Ability to access all areas of the recreation center.
- Ability set-up and tear-down rooms and courts with tables, chairs, and other athletic equipment.
- Stooping, kneeling, and crouching to perform physical activities associated with programs and events.
- Ability to lift various objects, weighing less than 50 lbs.
- Ability to stand for prolonged periods of time to monitor and evaluate the activity in the facility.



Applications are available at Sturgis City Hall, 130 N. Nottawa; on our website at www.sturgismi.gov/HR; at the Doyle Community Center, 310 N Franks Ave, and www.doylecenter.com. *The City of Sturgis is an Equal Opportunity Employer.*