Recreation Leader I
Aquatics Center Front Desk Attendant

Inter-department/P1 Classification: R24-3

Starting Salary: $15.50/hr. Salary Range: $15.50 - $16.50/hr.

Description: Under the direction of the Recreation Supervisor or designated facility manager, Front Desk Attendants perform a variety of routine opening, closing, record keeping, and cash handling duties along with general office procedures. Casual/Seasonal Part-Time positions are hourly and are not eligible for benefits and are limited to working 999 hours in a fiscal year. No full-time regular appointment will be made from this class.

Duties and Responsibilities: Check-in patrons entering the facility; process admissions payments, cash balancing procedures; registration for activities, passes, and facilities; birthday party registrations; answering telephones, returning voicemails, and e-mails; printing reports from RecTrac software; general office processes and procedures. Attendants must have excellent customer service, computer, and organizational skills.

Minimum Requirements: Enthusiastic, energetic, and mature candidates 18 or older. Communicate well orally and in writing; organize, prioritize and pace duties and tasks; follow oral and written directions; establish and maintain effective, cooperative working relationships with coworkers and the public.

Education: High school diploma, G.E.D., or work permit, some college preferred

Experience: Previous experience working in customer service and dealing with groups of people.

Physical Requirements: Frequent sitting. Perform repetitive hand, arm and body movement on a continuous basis. Frequent public and coworker contact. Must be able to lift at least 20 pounds, including but not limited to general office supplies and in cleaning processes.

Certificates/Licenses: Possession of a valid California Class C driver license.

Hours: These positions will be flexibly scheduled as needed, generally less than 20 hours per week. Candidates must be available to work nights, weekends, and holidays.

To Apply: Complete a City of Folsom employment application. Visit us on the web at folsom.ca.us/government/parks-recreation/resources-and-services/jobs.

Questions: Contact Chad Gunter at 916-461-6640 or cgunter@folsom.ca.us.

Please return application to: Steve Miklos Aquatic Center
ATTN: Chad Gunter
1200 Riley Street
Folsom, CA 95630

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