



POSITION OPEN

PART-TIME FRONT DESK ASSOCIATE PARKS, RECREATION & TOURISM DEPARTMENT Job Posting Date – June 28, 2018

The City of Conway is seeking qualified candidates for the position of Part-Time Front Desk Associate. This position performs a variety of general duties including, but not limited to customer service, facility and program set-up, general cleaning, and performing other departmental duties as required. Work is conducted under the general supervision of the Membership Coordinator and the Parks, Recreation & Tourism Director and reviewed through observation, conferences and effectiveness of programs offered.

Minimum Experience and Training: Must be at least 16 years old and possess a valid driver's license. Applicant must be dependable. Strong math skills, strong customer service and computer experience is desired. Must be able to lift 25 pounds. Night, weekend and holiday work is required.

Entry Level pay for this position is \$8.00 per hour.

Interested persons should submit an application to Lynn S. Smith, Human Resources Director at PO Box 1075 Conway, SC 29528. Applications may be obtained from the SC Department of Employment & Workforce at 200-A Victory Lane Conway, SC or downloaded from the City's website www.cityofconway.com.

This position will remain open until filled.

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