



# Peninsula Metropolitan Park District

10123-78<sup>th</sup> Ave NW, Gig Harbor, WA 98332

"Today We Touch Tomorrow"

Office: 253-858-3400 Fax: 253-858-3401

E-mail: [Info@PenMetParks.org](mailto:Info@PenMetParks.org)

## PENMET PARKS FACILITY ATTENDANT

### ***Basic Job Duties & Responsibilities***

Position is assigned to assist with the day to day operations of the indoor soccer center. Provide customer service, greet customers, answer telephones, assist customers with requests, and resolve complaints.

### ***Duties***

Responsible for office duties, accept and process registrations and rentals, collect fees, and assist with scheduling facility and leagues. Assist with collection of past due accounts and player cards. Supervise the facility, open and close the facility. Provide support for Department programs, meetings and special events as needed.

### ***Hours***

Temporary part-time; evenings and weekends

### ***Necessary Knowledge, Skills, and Abilities***

- Thorough knowledge of District regulations, policies and procedures
- Must have basic knowledge of the sport being officiated
- Ability to explain recreation and District related functions verbally and in writing
- Ability to anticipate and solve on-site and operational problems
- Ability to work with minimum or no supervision
- Ability to communicate effectively and maintain positive and effective working relationship with program staff, participants, volunteers, parents and the general public

### ***Special Requirements***

- Successful completion of background check
- Non-smoker
- First Aid and CPR or can obtain within 30 days of employment

### ***Desirable Qualifications***

Previous office work experience is preferred. Applicants must be 18 years or older.

### ***Compensation***

\$10 - \$13/hour DOE

### ***How to apply***

Applicants should submit an application to:

Gretchen Hayes

[ghayes@penmetparks.org](mailto:ghayes@penmetparks.org)

253-530-0835

Applications available at [www.PenMetParks.org](http://www.PenMetParks.org) or PenMet Parks Administrative Office located at 10123 78<sup>th</sup> Ave NW, Gig Harbor, WA, 98332 or PenMet Recreation and Soccer Center located at 2002 36th St NW, Gig Harbor, WA 98335.