

Town of Perinton

Job Title:	Recreation Clerk	Reports to:	Assistant Director of Recreation
Department:	Recreation	FLSA Status:	Hourly Non-Exempt
Location:	Perinton Community Center 1350 Turk Hill Road, Fairport	Hourly Range:	\$15.00/hr
Job Summary			
<p>The main function of this part time clerical position is to be the first point of contact for patrons using the Perinton Community Center. Clerical staff are responsible for providing a positive customer service experience to the patron while fulfilling their roles and responsibilities.</p> <p>Currently hiring for the following shifts (do not need to work all shifts):</p> <ul style="list-style-type: none"> ▪ Mon. & Wed. 5:30am – 10am ▪ Fri. 5pm – 9pm ▪ Sat. 11am - 3pm ▪ Sun. 12pm -6pm 			
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Assist patrons with program reservations, park reservations, fitness passes and general inquiries • Answer phones and direct calls accordingly • Process accurate transactions involving cash, check, and use of credit card machine • Other duties as assigned. <p>KNOWLEDGE, SKILLS & ABILITIES</p> <ul style="list-style-type: none"> • Strong computer skills with working knowledge of Microsoft Office and Excel • Excellent customer service skills while interacting with the general public • Self-motivated and reliable • Ability to work as part of a team 			
Posting Dates	November 7, 2023 until positions filled		
Email Cover Letter & Resume	Kelly Attridge, Assistant Recreation Director kattridge@perinton.org		