



JOB TITLE: Receptionist-Reservationist Substitute
DEPARTMENT: Recreation
CLASSIFICATION: Part -Time
FSLA STATUS: Exempt

MIAMI TOWNSHIP RECREATION
Job Description

POSITION SUMMARY

Under the supervision of the Recreation Director acts as a substitute for our full time Receptionist-Reservationist. This is a part time flexible position based on hours needed to help cover absences. Occasional hours during weekend special events may be included, if so desired.

Hours would be scheduled based on covering some vacation and sick time hours and additional hours based on need during peak times. Department business hours are Monday thru Friday 8:00am-4:30pm. Hours will vary when covering vacation hours and sick time. Pay rate for this position is \$14 per hour and there is a maximum of 400 hours budgeted for this position in a calendar year.

EDUCATION/WORK EXPERIENCE:

- High school diploma or equivalent
- A minimum of 5 yrs. experience in a customer service position that included answering phone inquiries, emails and walk ins.
- Ability to work with a computer software program that is linked to Recreation facilities and programs. Adept at running reports and handling financial transactions (training provided on all software applications).
-

ESSENTIAL FUNCTIONS

- Coordinates and manages the daily scheduled rental activities that take place in the Civic Center, Leming House and Park shelters within Miami Township.
- Provides customer service by corresponding with the public in person, by telephone and computer. Answers questions regarding recreational facilities, events, and programs.
- Processes credit card, check and cash payments for facility rentals and programs and enters information into the computer data base.
- Inventories and balances money taken in daily and processes class and facility refunds in the software program.





JOB TITLE: Receptionist-Reservationist Substitute
DEPARTMENT: Recreation
CLASSIFICATION: Part -Time
FSLA STATUS: Exempt

MIAMI TOWNSHIP RECREATION
Job Description

KNOWLEDGE AND SKILLS

- Has a valid Ohio driver's license and the ability to pass a background check and drug screening.
- Understands and implements Miami Township's policies and procedures.
- First-class customer service is critical. Professional and friendly demeanor always when dealing with the public is mandatory. Must use professional interpersonal and communication skills when dealing with coworkers and members of the public. Resiliency is also necessary.

Please email resume to: Krystin.Thibodeau@miamitwpoh.gov

DISCLAIMER AND EMPLOYEE ACKNOWLEDGMENT

The information provided in this job description is intended to indicate the general nature and level of work performed by an Incumbent within this position. It is not intended to be interpreted as a comprehensive inventory of all functions, responsibilities, duties, qualifications, working conditions and physical demands required of employees assigned to this position. Management has the sole discretion to add, modify and /or designated functions, responsibilities, duties, qualifications, working conditions and physical demands of the position at any time. This job description does not constitute an employment agreement between the employer and the incumbent.

Effective date _____
Authorized by _____

