



ERC Guest Services

We are looking for outgoing and energetic people to join our Admin Team! Must be customer service minded and self-motivated. Ability to work with all generations of patrons and provide superior customer service.

- Part-time
- Multiple shifts available: Monday - Friday 5:00 – 8:00am, 4:00 – 8:00pm; Saturday 8:00am – 12:00pm, 12:00 – 4:00pm, Sunday 10:00am – 2:00pm
- Approx. 10 - 20 hrs./wk.
- Starting wage: \$10.00/hr.

Duties: Answering phone, providing excellent customer service, pool and community room reservations, opening/closing the building, assisting patrons with reserved rooms, cleaning restrooms, some registrations, other duties as assigned.

Preferred Qualifications: Some clerical experience and administrative work a plus. Basic knowledge of office equipment (calculator, cash register, credit card machine and copier). Good understanding of computers and general knowledge of basic software. Able to handle money and make correct change. Ability to work with all generations of patrons. Need excellent verbal/written communication skills. Ability to work without supervision and problem solve when needed. Willingness to learn.

Perks: Free Use of the Wellness Center facility, flexibility to work around schedule, great patrons and staff, meet new people, gain a work family while your away from home, do homework during down time.

To apply, fill out our online application at emporiarec.org.