

RAC Front Desk Staff – Part Time, City of Ravenna

Posting Date: 03/15/2017

The City of Ravenna Parks and Recreation Department is looking for part-time front desk staff at the Ravenna Athletic Center ('The RAC') located at 530 North Freedom Street in Ravenna.

Job Description:

- Part-time position.
- Performs ongoing public relations, marketing, and customer services for both the Ravenna Athletic Center and Ravenna Parks and Recreation Department.
- Sells/Renews and validates memberships.
- Is responsible for the safety and conduct of members.
- Maintains attendance and accident/incident reports.
- Report damages or needed repairs to equipment and facility.
- Assists in organizing special events for members.
- Performs light maintenance and cleaning of equipment and facility.
- Performs related duties as assigned.

Minimum Requirements:

- Must be 18 years of age.
- High school education or equivalent.
- Ability to pass background check and drug screening.
- Valid Ohio driver's license.
- Dependable, reliable, trustworthy.
- Able to count money and give change.
- Ability to follow written and oral directions.
- Good communication skills.
- Ability to work on own and carry out assigned tasks.
- Good customer service skills.
- Ability to work with the public, volunteers, instructors and central office administration.
- CPR and AED certification required.

Knowledge:

- Basic knowledge of current standards for healthy living, fitness equipment and group exercise classes.
- Basic knowledge of general maintenance of fitness equipment and facilities.
- Basic knowledge of computers and database operating software.

Experience:

- Prior experience working in a fitness facility a plus.

Days and Hours:

- Sunday through Saturday as needed; general fitness center hours 5:00 a.m. – 9:00 p.m.
- Year round position on an as needed basis; no guaranteed amount of hours per week.

Application Deadline:

- Applications are accepted on an ongoing basis.

An application can be downloaded from the Employment area of the City's web site located at <http://www.ci.ravenna.oh.us>

For more information call the Ravenna Parks and Recreation Department at 330.296.2864.

The City of Ravenna is an equal opportunity employer.