



JACKSON COUNTY

Human Resources Department

401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779

Phone 828.631.2212 • Fax 828.631.2266

Employment Opportunity

Please post in a location accessible to all employees

Position: **Front Desk Attendant**

Temporary, Part-Time

Department: Parks and Recreation

Cashiers-Glenville Recreation Center, 355 Frank Allen Road, Cashiers, NC 28717

Description of Duties & Responsibilities: The Cashiers-Glenville Recreation Center is seeking a front desk attendant to:

- Greet members and visitors to the facility.
- Answer phones and respond with requested information.
- Conduct member check-ins.
- Register visitors/members for courses and programs.
- Prepare rooms for events.
- Assist other Parks and Recreation staff as needed.
- Assist at other facilities and with special events as needed.
- Assist opening of Center facility.

Education & Experience Requirements:

- High School Diploma or GED required.
- Minimum of 18 years of age.
- Valid North Carolina driver license required.
- First Aid/CPR/AED certification or ability to obtain certification (if not certified, class will be offered).
- Previous customer service, computer, and basic accounting experience preferred.
- Work schedules may be available for mornings and possibly weekends.

Starting Salary: \$ 8.50 - \$10 per hour, depending on qualifications

Application Requirements: Submit a completed Application for Employment (PD107) to:

Jackson County	NC Works Career Center
Human Resources Department	26 Ridgeway Street, Suite 2
401 Grindstaff Cove Road, Suite A-218	Sylva, NC 28779
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The Application for Employment – State of North Carolina form PD107 - is available online at: <https://www.jacksonnc.org/employment-opportunities> or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.

Closing Date: **July 31, 2020**

Jackson County is an Equal Opportunity Employer

*Pre-employment drug screen and criminal background checks are required
Jackson County participates in the federal [E-Verify](#) program*