

AQUATIC CENTER FRONT DESK STAFF

City of Blackfoot
Blackfoot, ID

The City of Blackfoot is located in southeastern Idaho, only 25 minutes from Idaho State University and within an easy drive of Yellowstone National Park. Blackfoot is the county seat of Bingham County, a growing community and home of the Eastern Idaho State Fair. The Blackfoot Aquatic Center, utilized by individuals throughout the area, is an integral part of our thriving community.

POSITION SUMMARY: The principal function of an employee in this position is to provide administrative and reception support as well as providing excellent customer service, to the Blackfoot Aquatic Center clientele and employees. Due to the hours of operation, working hours for this position vary and may include weekends and evenings. This employee works under the direct supervision of the Aquatic Specialist, and the general supervision of the Aquatic Center Manager. Weekday and weekend hours will range anywhere between 5 AM to 8 PM and the principal duties of this position are performed in a general office and aquatic environment.

REQUIREMENTS

- High school diploma or GED equivalency required;
- Must be 18 years or older;
- Demonstrated ability to follow oral and written instruction;
- Demonstrated ability to utilize electronic and manual office equipment;
- Demonstrated effective communications, both written and oral;
- Excellent customer service skills;
- Demonstrated ability to prepare written reports and maintain records;
- Possess a positive attitude and an innovative, creative, flexible and versatile approach to work;
- Ability to communicate clearly, concisely, and effectively, both orally and in writing;
- Strong interpersonal skills and the ability to work effectively with a wide range of customers and co-workers;

The City of Blackfoot is an equal opportunity employer, Minority/ Female/ Disability/ Veteran

Applications are available at <http://www.cityofblackfoot.org/applications> and may be emailed to HR@cityofblackfoot.org or faxed to 208-785-8602.