



Position Announcement  
**FRONT DESK RECEPTIONIST**  
**OPENING & DAY SHIFTS**

The Arapahoe Park and Recreation District is seeking responsible and enthusiastic individuals to serve as Front Desk Receptionists for early morning and day shifts at the Trails Recreation Center.

The Front Desk Receptionist is responsible for greeting and providing a welcoming environment to all patrons. Candidates must be able to effectively communicate with customers and all levels of staff and possess the ability to work with diverse populations. Receptionists are expected to conduct themselves in a professional manner at all times and treat the public and co-workers fairly and respectfully.

This is a part-time non-exempt position and requires individuals to work weekday and weekend opening and day shifts and occasional holidays.

Starting Salary is \$12.32 - \$16.02 DOE.

***How to Apply:***

Interested candidates should submit an [Application for Employment](#), to the Arapahoe Park and Recreation District; 16799 E Lake Ave., Centennial, CO 80016, Attention Michelle McGhee, or via email at [michellemcg@aprd.org](mailto:michellemcg@aprd.org).

This position will remain open until filled.

*The Arapahoe Park and Recreation District is an Equal Opportunity Employer and ADA compliant.*