



Position Announcement Customer Service Representative

The Arapahoe Park and Recreation District is seeking a mature, professional and enthusiastic individual to serve as a Full Time Customer Service Representative at the Trails Recreation Center.

The Customer Service Representative is responsible for providing exceptional customer service to all patrons of the Trails Recreation Center; through all forms of contact (face to face, email or phone); ensuring effective day to day operations of the reception desk and assisting with the supervision, scheduling and training of part time front desk receptionists.

Requires two years' experience in customer service field with 6 months of increasing responsibility in a Supervisory role; candidates must have exceptional customer service skills and the ability to communicate effectively, both verbally and in writing; ability to effectively supervise and train staff; maintain a positive, friendly and professional attitude while engaged in stressful and/or conflict situations; Must be able to work a flexible schedule including days, evenings, weekends and holidays. Experience at a public recreation facility a plus.

Hiring Range is \$30,500 - \$38,125 DOE, plus a complete benefits package including health, medical, dental, vision, life and a pension plan. Interested applicants submit their resumes to the Arapahoe Park and Recreation District, Attention Michelle McGhee, 16799 E. Lake Ave., Centennial, CO. 80016 or michellemcg@aprd.org; deadline Friday; June 7, 2019; 5:00 PM MST; The Arapahoe Park and Recreation District is an Equal Opportunity Employer and ADA compliant.