



Date: October 12, 2021

Position: Front Desk Coordinator (Position will be hired via EDUStaff)

Location: Howell Public Schools - Highlander Aquatic and Fitness Center

Duration: 12 months

Hours: 40 hours per week

RESPONSIBILITIES/QUALIFICATIONS:

- Work 15-25 hours at the front desk
- Front desk responsibilities include: Checking patrons in, accepting payments, answer and return patron phone calls, and providing friendly customer service
- Make weekly front desk staff schedules
- Coordinate pool rentals
- Help with light cleaning
- Special events assistance
- General project assistance
- Includes free Highlander Aquatics and Fitness Center full membership

REQUIREMENTS:

- High school diploma or equivalent
- Must be 18 or older
- Must be willing to work Saturdays

QUALIFICATIONS/SKILLS:

- Ability to work well with others
- Ability to coordinate schedules
- Customer service experience
- Comfortable in working with computers
- Professional in demeanor and appearance

Wage: \$15.00/hour

\$16.00/hour upon successful completion of lifeguard certification. (Will only be asked to be a lifeguard in case of staffing emergency.) Certification will be at no cost to the applicant.

Available: October 12, 2021

Apply to: Forward letter of interest and or résumé via email (personneloffice@howellschools.com) or by mail to:

Liza M. Kelly, J.D., PHR
Executive Director of Labor Relations & Personnel
411 N. Highlander Way, Suite B
Howell, MI 48843

Howell Public Schools is an Equal Opportunity Employer and does not discriminate in its educational policies or practices on the basis of religion, race, color, sex, national origin or handicap of any individual. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. For more information on this posting or employment opportunities with Howell Public Schools, call (517) 568-6241 or visit www.howellschools.com. Applications that are not submitted in the manner stated above shall not be considered.