



JOB OPENING

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| JOB TITLE | Guest Services Coordinator - Costick |
| POSTING DATE | 7/21/2025 |
| CLOSING DATE | Open until filled. |
| DEPARTMENT/DIVISION | Special Services/Senior Adult |
| EMPLOYEE GROUP | Regular Part-Time |
| EMPLOYMENT STATUS | Part-time/Temp |
| START DATE & WORK SCHEDULE | ASAP Part-time, averaging 30 hours per week. |
| PAY RATE | \$16.00-\$18.50 |
| PREVIOUS WORK EXPERIENCE | Work experience with older adults required. |
| EDUCATION: | High School graduate. |
| SPECIAL SKILLS & TRAINING | Must have excellent telephone and customer service skills, good computer skills and great organizational skills. Must be able to multi-task and attend to details. |
| BASIC RESPONSIBILITIES | Oversee the day-to-day operation of the Costick Activity Center front desk. Prepare the daily cash report, maintain records and coordinate with other departments within Special Services. Provide excellent customer service in-person and over the phone to participants. Work directly with Adults 50 or Better staff at the Costick Center. Register participants for classes, services and special events. |
| HOW TO APPLY | All candidates must complete an online application . Please create an account and submit online for consideration. |

EQUAL OPPORTUNITY EMPLOYER