JOB OPENING

JOB TITLE:	**Guest Services Coordinator-Costick**
POSTING DATE:	11/5/2026
CLOSING DATE:	**Open until filled.**
DEPARTMENT/DIVISION:	Special Services/Senior Division
EMPLOYEE GROUP:	General
EMPLOYMENT STATUS:	Regular Part-Time
START DATE & WORK SCHEDULE:	ASAP 25 hours per week, daytime hours.
PAY RATE:	$16.00 - $18.50 per hour
PREVIOUS WORK EXPERIENCE:	Some experience working with the public, especially older adults. Previous experience as a supervisor is helpful.
EDUCATION:	High school diploma or equivalent preferred.
SPECIAL SKILLS & TRAINING:	Excellent telephone and customer service skills. Must be able to multi-task, attend to details, and demonstrate good organizational skills. Must work well individually and as part of a team. Proficiency in Microsoft Office preferred.
BASIC RESPONSIBILITIES:	Oversee the day-to-day operations of the Costick Activity Center front desk. Prepare the daily cash reports, maintain records and coordinate with other departments within Special Services. Provides excellent customer service in person, via email, and over the phone to patrons. Work directly with Adults 50 or Better staff at the Costick Activity Center. Register classes and programs, update membership card using Rec Track system. Assist with parties, special events and services. Other duties as assigned.
HOW TO APPLY:	All candidates must complete an online application. Please create an account and apply online for consideration.

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed, and to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.