



The City of Pelham is currently accepting applications for the part-time position of **Municipal Associate with the City of Pelham Parks and Recreation Department:**

**Duties include but are not limited to:**

- Greet guests as they enter the center and provide them with information or direct them to appropriate staff members
- Answer and promptly handle phone calls and routine questions
- Provide information to the members and assist with activity calendar
- Assist with room set up for daily classes and programs

**Candidates must have:**

- Excellent Customer Service
- Strong verbal and written skills
- Strong membership/data entry
- Attention to details
- Computer skills
- Ability to adapt and problem solve in various situations
- Motivated and team player

Applicant must satisfactorily pass a background investigation and pre-employment drug screen after receiving conditional offer of employment. Compensation is \$13.00 per hour.

Candidates must be at least 16 years of age, be dependable and available the following shifts:

- Mondays, Wednesdays, Fridays (6:30am – 10:00am)
- Tuesdays and Thursdays (5:30am – 10:00am)