



12. Answer questions and provide program information.

13. Make public address announcements.

**Additional Functions:**

1. Answer the phone in a professional manner.

2. Take care of lost and found articles.

3. Attend staff meeting as required.

4. Ensure office is clean, neat and orderly.

5. Report to supervisor when materials or supplies are needed.

6. Other tasks as assigned by supervisor.

EDUCATION: Should be reasonably skilled at basic arithmetic.

EXPERIENCE: Some experience preferred. Any previous customer service experience a plus.

PHYSICAL REQUIREMENTS: Functions will be performed in an environment that may cause exposure to sun and chemical substances such as chlorine. Should be able to see and hear, move about. Must possess an audible voice for communication.

Exempt/**Non Exempt**      Full-Time/**Part-Time**      Permanent/Temporary/**Seasonal**

***LIMITATIONS AND DISCLAIMER***

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.