

**DERBY RECREATION COMMISSION  
Position Announcement**

POSITION:	Support Staff
DESCRIPTION	This is a part time position with about 15-20 hours per week. Support staff provide customer basic customer service primarily from the control desk or front desk areas of the DRC or Oaklawn Activity Center
QUALIFICATIONS:	Must be 18 and have a valid drivers license. Mature individual with strong work habits and good customer service skills. Should maintain a certification in CPR/AED. Must be able to pass a criminal background check. Policy available under employment at <a href="http://www.derbyrec.com">www.derbyrec.com</a> .
RESPONSIBILITIES:	<p>Work hours and days assigned. (Evenings and weekends are required).</p> <p>Conduct all business duties required at the Control Desk-DRC and Front Office-OAC.</p> <ul style="list-style-type: none"><li>• Membership sales and renewals</li><li>• Class registration and collection of fees</li><li>• Answer phone calls</li><li>• Racquetball and Spin reservations</li><li>• Sale of daily passes</li><li>• Locker rental</li><li>• Equipment check out</li><li>• Pro shop sales</li><li>• Lost and Found</li></ul> <p>Check in all patrons entering the facility.</p> <p>Display exceptional customer service at all times.</p> <p>Wear proper DRC attire when on duty.</p> <p>Wear name tag when on duty.</p> <p>Perform any other duties assigned by supervisor.</p>

SALARY RANGE: Range starts at \$8.00 per hour.

CLOSING DATE: Until filled.

SEND RESUME/APPLICATION TO: Attn: Derek Smith  
Director of Administration  
Derby Recreation Commission  
801 E Market  
Derby, KS 67037  
(316)788-3781