



City of New Albany

Position: Sales / Ticket Office Attendants

Department: Parks & Recreation Department

FLSA Status: Part-time / non-exempt

The New Albany Parks and Recreation Department is currently seeking sales/ticket office personnel to staff the City's new Aquatic Center. Incumbents will work under general supervision of the pool managers and aquatics director. Hours will be based on an operating schedule set by New Albany Parks and Recreation. Schedules will include both weekend and night work.

Knowledge, Skills, and Abilities Required:

- Friendly, outgoing, reliable and punctual
- Professional appearance and attitude at all times
- Knowledge of basic math; ability to handle money with accuracy; handle patronage statistics; and prepare accurate reports as requested in a timely manner
- Skill in the operation of general office equipment such as telephone, copier, cash register, typewriter, and computer
- Requires good communications skills both orally and written; capacity to understand and follow oral and written orders
- Ability to provide a great customer experience; resolve customer inquiries and complaints in a timely manner; ability to handle reasonably necessary stress
- Ability to establish and maintain effective working relationships with employees, supervisors, and public

Duties and Responsibilities:

- Sales/ticket office attendees at the Aquatic Center are responsible for assisting with memberships and collection of fees from the public for pool admittance and locker rental; general maintenance and cleaning of pool facilities and surrounding grounds; and other duties as assigned.

Requirements

- Must be 16 years of age or older; graduation from high school or G.E.D. equivalent preferred
- Applicants under the age of 18 must be able to provide a work permit, which requires permission from a parent or legal guardian
- Must be able to pass a post-offer drug screen which requires a parent or legal guardian to accompany and provide permission to the minor at the test collection site
- Applicants the age of 18 years or older may be subject to a criminal background check

Please apply in person at the Silver Street Park administrative office or via email at parks@cityofnewalbany.com.

