



Job Title	PCC Entry Desk Crew Member	Job Category:	Non-exempt Employee
Department/Group:	Parks + Recreation	Job Code/ Req#	P/R Position
Location:	Powell Community Center	Travel Required:	No
Level/Salary Range:	\$13 per hour	Position Type:	Part-Time
Contact:	PCC Management Team	Date Posted:	Ongoing
Will Train:	Yes	Posting Expires:	Ongoing

Application obtained from and returned to:

Powell Community Center  
 6200 Martway Street  
 Mission, KS 66202

**ESSENTIAL FUNCTIONS:**

- Greet and assist patrons at the front desk, providing information on memberships, classes, and facility offerings with a positive attitude.
- Process point-of-sale (POS) transactions for memberships, class registrations, and facility reservations.
- Answer phones, respond to emails, and provide accurate information to patrons, vendors, and staff.
- Act as the first point of contact for inquiries, addressing questions or concerns promptly.
- Provide tours of the facility, highlighting key areas to prospective members and ensuring a welcoming experience.
- Manage interactions with tact and professionalism, especially when handling customer complaints or difficult personalities.
- Assist in scheduling facility and equipment use and maintain general record-keeping.
- Follow department policies and safety protocols, responding to incidents or emergencies as needed.
- Support instructors, staff, and management during high-traffic periods or emergencies.

**MARGINAL FUNCTIONS:**

- Set up and take down tables, chairs, and other equipment for facility rentals, events, and programs.
- Attend department meetings and assist with special events as needed.
- Perform additional duties as assigned to support daily operations.

**POSITION REQUIREMENTS:**

- Six months of related experience preferred. Employees are expected to acquire necessary skills within three months, especially in customer service and problem resolution.
- A high school diploma or GED is preferred. Certification in American Red Cross/First Aid/AED/CPR is required within six months.

**PHYSICAL REQUIREMENTS:**

- Ability to lift and carry up to 40 pounds, including setting up and taking down tables, chairs, and equipment.
- Capable of bending, kneeling, and reaching to assist with organizing and moving equipment.
- Able to stand and walk for extended periods while giving tours and supporting events.

**SUPERVISION:**

This position works under the general supervision of the PCC Management Team and does not supervise others.

**WORKING CONDITIONS:**

The environment is typically quiet to moderate but may involve physical tasks and high-demand situations, such as event setups or handling large numbers of patrons.

**BENEFITS:**

After 30 days of employment, employees are eligible for an individual membership to the Powell Community Center at a discounted rate of \$15 per month.