

City of Isle of Palms, SC

Part-Time Recreation Assist-Front Desk

Job Opening

\$14.00-\$15.00 per hour



The City of Isle of Palms is accepting applications for **two (2) part-time** Recreation Assistant/Front Desk. This position is under the direct supervision of the Assistant Recreation Director and will be responsible for front desk operations which include registering participants in RecTrac software, communicating with the public, greeting residents, visitors, attending inquiries made by phone or in person and taking detailed messages.

Applicant must possess a basic understanding of computers; telephone systems and various office machines and equipment is required. Must acquire and maintain certifications in first aid and CPR within six months of date of hire. All prospective employees must pass a criminal background check and possess a valid SC Driver's License.

How to Apply:

Qualified candidates should visit the City's website at [Online Application for Employment \(cognitofrms.com\)](https://cognitofrms.com) and submit an online application.

Open until filled

EOE