



Receptionist

Full-time position, 32-40 hours/week

Wage \$17.72 to 22.62/hour

OPEN 1/1/2025-UNTIL FILLED

(First Review 1/17/2025)

The Receptionist is an ideal position for an individual who enjoys people, a busy yet positive work environment, someone who takes initiative and has a compassionate nature. Cameron Park CSD has a family friendly atmosphere and great benefits. Our staff work as a team with individuals from various backgrounds and ages.

Job Duties

Duties include managing the CSD's front desk – greeting visitors, answering phones, coordinating use of the Community Center facilities, and registering participants in recreation programs. Office hours are typically within the 8:00am to 5:00pm schedule, but may adjust into evenings.

Qualifications

The Receptionist is an integral part of the Community Center staff, who will train and support the position. An ideal candidate has the ability to learn registration and reservation software system and possess a strong background in customer service.

Email completed application and resume to Christina Greek, Finance/HR Officer at cgreek@cameronpark.org. Please include CPCSD Application.

Position is open until filled; hiring immediately.

Cameron Park Community Services District

Job Title:	Receptionist	Department/Group:	Administration
Location:	Cameron Park CSD Office	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	Level/Salary Range	Position Type:	Full-Time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
<p>GENERAL DESCRIPTION OF POSITION</p> <p>Under direct supervision of the General Manager (or his/her designee), this position is primarily responsible for greeting the public, program registration for recreation classes and events, scheduling facility use by internal and external customers, communication to Parks Superintendent and facilities staff regarding schedules, accepting Architectural Review applications and assisting with day-to-day office functions.</p> <p>DISTINGUISHING CHARACTERISTICS</p> <p>The Receptionist is expected to perform a variety of office tasks to provide support to the District. Responsibilities also involve maintaining office records and files; providing information to customers, program participants, and citizens regarding programs, office services and facility use; answering telephones; money handling; and other related tasks.</p> <p>SUPERVISION EXERCISED/RECEIVED</p> <p>Receives direct supervision from the General Manager (or his/her designee). Incumbents in this position do not routinely exercise supervision, but provides training to Staff assisting in the Front Office.</p> <p>ESSENTIAL JOB DUTIES:</p> <ul style="list-style-type: none"> • Provides customer service, greets and assists the public, on the telephone and in person, with District, local and county information. • Proficient in Rec Trac, recreation information system software. • Checks the District’s voicemail, email, and fax machine throughout the day with the ability to take and relay messages and provide customer service responses. • Monitors and maintains CSD class, program and event information in lobby, and a bulletin board. • Monitors and maintains inventory control for office supplies and purchases office supplies with approval of supervisor. • Performs a variety of office tasks and related functions as needed including, but not limited to, word-processing, social media posting and other administrative support. • Schedules use of the Community Center and Cameron Park Lake; coordinates and receives payments, invoices, room set up forms, deposits and all required paperwork. Communicates use and schedules to the facilities/park staff. • Assists Department managers as needed. • Establishes and meets timelines, is proactive, and shows strong organizational skills. • Establishes positive working relationships with representatives of community organizations, state/local agencies, District management, staff, and the public. 			

- Maintains a professional work ethic, keeps a clean and organized work area, performs other related duties as required.

KNOWLEDGE OF:

Proper grammatical usage, punctuation and spelling; basic mathematical functions; familiarity with office terminology, procedures and modern equipment; courteous manner; tact; good judgment; neat personal appearance; physical condition commensurate with the demands of the position. Standard office procedures, practices and equipment, including computers and applicable software programs – Word, Outlook, Excel, Publisher, Adobe, etc.; record keeping, report preparation and writing. Training will be provided for use of necessary software programs.

ABILITY TO:

Establish and meet timelines; handle monetary transactions accurately; read, interpret and record data correctly; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; demonstrate strong organization skills; analyze complex issues, develop and implement appropriate responses when needed; follow written and oral direction; communicate clearly and concisely.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires both near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The ability to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

REQUIRED EDUCATION AND EXPERIENCE:

- A combination of education and experience that has provided the knowledge, skills and abilities necessary for the duties expected of a Receptionist, Office or Administrative Assistant.
- High school diploma or equivalent required.
- Candidate must be able to pass a drug screening and Department of Justice (DOJ) background check, along with being finger printed.

PREFERRED SKILLS AND/OR CERTIFICATIONS

- Possession of, or ability to obtain, a valid California driver's license.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.