



# FENNVILLE PUBLIC SCHOOLS

*Educational Excellence, Community Atmosphere, Global Perspective*

5 Memorial Drive, Fennville, MI 49408

269.722.3350

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## Job Posting

**POSITION:** Community Athletic Center Front Desk (part-time)

**POSTING PERIOD:** May 7, 2021 until filled

**QUALIFICATIONS:**

1. Exceptional communication/customer service skills.
2. Strong, positive work history, including attendance.
3. Ability to work with basic computer programs.
4. Must be willing and able to pass a pre-employment background check.
5. Must have a flexible schedule to work varied hours

**RESPONSIBLE TO:** John Guillean, Director of Athletics and Community Recreation

### PERFORMANCE RESPONSIBILITIES:

1. Maintain Process and Procedures
2. Monitor activity of incoming members/guest of the facility
3. Ability to learn and navigate computer software system utilized at facility
4. Collect and secure all fees/payments
5. Strong verbal & written communication skills with staff, members and guests
6. Hours and times will vary

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Interested persons should submit a letter of application and resume to:

John Guillean, Director of Athletics and Community Recreation,

john.guillean@fennville.org

or

Fennville High School

4 Memorial Dr.

Fennville, MI 49408

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Posted: May 7, 2021