

**TOWN OF ELKTON  
ELKTON AREA COMMUNITY CENTER  
PART-TIME DESK ATTENDANT(S)**

The Town of Elkton is currently accepting applications for a part-time desk attendant(s) at the Elkton Area Community Center. Salary DOQ. Primary duties shall include assignments of a variety of tasks associated with customer service, accepting payments, assisting and directing members with the operation of fitness equipment, using a computer and light housekeeping. Preferred applicants will have a high school diploma or equivalent. Drug screening and background check required as a condition of employment. Please email resume' and references to [sbrown@townofelkton.com](mailto:sbrown@townofelkton.com) or mail to: Mrs. Samantha Brown, Elkton Area Community Center Administrator, 20593 Blue & Gold Drive, Elkton, Virginia 22827. Open until filled. Job description available upon request. EOE.

# TOWN OF ELKTON



VIRGINIA

## JOB DESCRIPTION

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### **JOB TITLE: PART-TIME DESK ATTENDANT (EACC)**

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#### **Responsibilities and Duties:**

Under direct supervision of the Elkton Area Community Center Administrator to perform the following job duties:

1. Open or close facility as scheduled.
  2. Receive and assist guests in a friendly, courteous manner.
  3. Accept applications for memberships, room and shelter rentals using RecTrac system.
  4. Receive membership payments and record transactions.
  5. Monitor fitness area for any problems and cleanliness.
  6. Be knowledgeable of fitness equipment and assist members with demonstrations upon request.
  7. Light cleaning of reception and fitness area.
  8. Assist meeting room set-ups as reservations require.
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#### **Requirements:**

This is a normal office environment with moderate noise levels. Must be able to perform job duties with frequent interruptions during peak activity times.

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to work at desk/computer for extended periods of time.
  - Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
  - May be required to grasp, push, reach, or stoop/kneel/crouch.
  - May be required to lift up to 10 pounds.
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# TOWN OF ELKTON



VIRGINIA

## **Qualifications:**

Applicants must have a high school diploma or equivalent and a valid Commonwealth of Virginia Driver's License. Drug screening and background check required as a condition of employment.