

POSITION OPENING

10-28-2014

Recreation Receptionist / Secretary

The Canon City Area Recreation and Park District is accepting applications for a Recreation Receptionist / Secretary.

The responsibilities include, but are not limited to: Providing receptionist and general clerical support for District staff, receives registrations and fees for District programs; maintains program activities database; scheduling of facilities and assisting with other District programs as assigned.

Educational and experience requirements: A high school diploma and a minimum of 2 years clerical experience; excellent people skills, good math and grammar skills; ability to multi task and proficiency in Microsoft Word and Excel.

Applicant must be a minimum age of 21.

This is a full time position with benefits and involves some evening and weekend work.

Starting salary is \$22,043.

Applications and a full job description are available at District offices at 575 Ash Street or online at: www.ccrec.org

Applications accepted until November 5, 2014

Send applications and resumes to:

Kyle Horne, Programs Director

Canon City Area Recreation and Park District

575 Ash Street

Canon City, CO 81212

Phone 719-275-1578