



MADISON *Indiana*

Job Title: Seasonal Front Desk Attendant

Department: Parks & Recreation

Locations: Crystal Beach Aquatic Park

Employment Type: Seasonal, Part-Time

Job Summary: The Parks Department is seeking friendly and customer-service-oriented Seasonal Front Desk Attendants to assist with daily operations at Crystal Beach Aquatic Park. This position is responsible for greeting guests, handling admissions, answering inquiries, and ensuring a welcoming experience for all visitors.

Key Responsibilities:

- Greet guests in a friendly and professional manner upon arrival.
- Process admissions, season passes, and payments accurately using a point-of-sale system.
- Answer visitor questions regarding park amenities, rules, and policies.
- Monitor guest entry and ensure adherence to facility guidelines.
- Handle cash and credit transactions responsibly and reconcile daily sales.
- Assist with lost and found items and direct guest concerns to the appropriate staff.
- Maintain a clean and organized front desk area.
- Perform additional duties as assigned by supervisors.

Qualifications:

- Must be at least 14 years old (restrictions may apply).
- Ability to handle cash and operate a point-of-sale system accurately.
- Strong communication and interpersonal skills.
- Reliable, punctual, and able to work in a fast-paced environment.
- Willingness to work flexible hours, including evenings, weekends, and holidays, as needed.

Work Schedule

- Seasonal position with varied hours based on location and event schedule.
- Evening and weekend availability may be required.

How to Apply: Interested candidates can apply by online application, in-person submission, or send applications to jarmstrong@madison-in.gov. Applications will be accepted until positions are filled.