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## Customer Service Representative

### Job Description

Job Type: Part-time

Salary: \$9.00 /hour

Responsible for registering participants for programs and answering any questions customers may have. Must be customer service oriented, have a pleasant demeanor, and cooperative attitude. Candidate must display excellent communications and organizational skills. Ability to work in a fast paced environment. Ability to communicate effectively written and orally.

Must be able to multi-task, be proficient with Microsoft office, internet, and email.

Must be a High School Graduate with a valid state driver's license or ability to obtain one. Must be able to pass a criminal background check. Bilingual in Spanish preferred.

Work hours 10-27 per week, scheduled as needed Sunday – Saturday, days, evenings, and weekends.

Submit a cover letter and resume to Marge Stabile at [mstabile@veteransparkdistrict.org](mailto:mstabile@veteransparkdistrict.org) if interested in position.