



The City of Newark invites applications for the position of...

**Party, Group Reservation &
Cabana Rental Coordinator (Activity Coordinator)**
\$12.00-\$21.00/hr DOE

The Position:

We are looking for a dynamic self-starter who has previous customer service experience and can work weekends. The ideal candidate should be detailed oriented and need minimal supervision in order to be successful. This position will have functional responsibility for the party packages, group reservations, and cabana rental program at the Silliman Activity & Family Aquatic Center on a year round basis.

Job Characteristics:

The Coordinator will be responsible for: scheduling of staff, recording and tracking customer's reservations, resolving customer disputes, and supervising part time staff. This position generally works with limited supervision and requires the use of sound judgment and creative problem solving. The Coordinator will work 15-20 hours per week. Candidates must be available to work Saturday 12:00-5:30pm and Sundays 11:30-5:30pm in addition to weekday shifts to be determined. Previous customer service experience is required.

Special Requirement:

While performing the duties of this job, the employee is regularly required to reach with hands and arms, stand, walk, climb, stoop, kneel, and crouch. The employee must frequently lift and/or move up to 25 pounds. The Coordinator must possess a CA Food Handlers Card within 30 days of hire.

Application and Selection Process

Applications can be obtained online at www.newark.org . All applications will be accepted until the position is filled. Those applicants who closely meet the needs of the position will be invited to participate in an oral interview and skills testing. For any other information call Amy Davis at 510-578-4406 or email amy.davis@newark.org.

This position is part-time, non-benefited and will not exceed 1000 working hours per fiscal year

Equal Opportunity Employer