



PINEDALE AQUATIC CENTER

535 N Tyler Ave
PO Box 1480
Pinedale, WY 82941

www.pinedaleaquatic.com

EMPLOYMENT OPPORTUNITIES

FRONT DESK CLERK

This individual will work as a member of the Guest Services team in providing initial customer service to PAC patrons. This person will be responsible for managing daily visits, collecting admission fees, selling of memberships and program registrations, answering phone calls, and providing general program and facility information.

Qualifications: Must be at least 18 years or older. Adult/Child CPR/First Aid certification required within 3 months of hire. Preferred experience includes customer service, clerical or receptionist, and the ability to learn new computer programs.

Terms: Starts at \$16/hour. This is a part-time position, averaging 15-18 hours per week. Shifts will include closing shifts and occasional weekends.

Application and Deadline: Position open until filled. Completed applications must include a completed PAC application and a letter of interest. Applications are available at Guest Services at PAC or online at www.pinedaleaquatic.com

Questions: Contact Ruth Mack - rmack@pinedaleaquatic.com, (307)367-2832, ext. 6235

***Final candidate job offers are subject to successful passing of a background check.
PAC is a drug free workplace. Employee testing may include pre-employment, post-accident, random,
reasonable suspicion and return to work testing.***