



PONCHATOULA AREA RECREATION DISTRICT #1



JOB DESCRIPTION: Part-Time Receptionist

Status: Part-Time

Pay Rate: Hourly rate based on experience and qualifications, starting at \$12.00/hour

Job Summary:

The Part-Time Receptionist serves as the first point of contact for the Ponchatoula Area Recreation District 1 (PARD1). This position provides front-desk reception, customer service, and general clerical support to ensure efficient daily office operations and a welcoming environment for the public.

Essential Functions:

- Greets visitors, program participants, and vendors in a professional and courteous manner.
- Answers and directs incoming telephone calls.
- Responds to general inquiries regarding programs, facilities, rentals, and events.
- Assists with registration forms and basic recordkeeping as directed.
- Maintains front office organization and cleanliness.
- Distributes mail and prepares outgoing correspondence.
- Assists with data entry and filing (paper and electronic).
- Provides administrative support to staff as assigned.
- Assists with the preparation of materials for meetings and assists with events.
- Adhere to established policies, procedures, and confidentiality standards.
- Perform additional duties as assigned by the supervisor

Knowledge, Skills, and Abilities:

- Knowledge of general office procedures and customer service practices.
- Ability to communicate clearly and professionally with the public and staff.
- Ability to handle multiple tasks in a fast-paced environment.
- Strong organizational skills and attention to detail.
- Working knowledge of standard office equipment, Microsoft Office, and basic communication platforms.

Basic Qualifications:

- High school diploma or equivalent required.
- Prior customer service or clerical experience preferred.
- Experience in a public service or recreation environment is desirable.
- Any equivalent combination of education and experience deemed acceptable by the PARD1.

Physical Demands & Work Environment:

- Work is performed primarily in an office environment. Frequent contact with the public.
- May require occasional evening or weekend hours during peak registration or special events.
- Ability to sit, stand, walk, bend, and lift for extended periods during events or outreach activities
- Frequently required to lift, carry, or move items up to 25 pounds (e.g., event materials, displays, supplies)
- Use of hands and fingers to operate computers, phones, and standard office equipment
- Visual and auditory ability to respond to critical incidents and interact with the public
- Ability to work both indoors and outdoors in varying weather conditions
- Exposure to outdoor conditions, including heat, cold, rain, and uneven terrain during events and site visits
- Occasional evening and weekend hours required to attend or manage community programs and special events
- Fast-paced, collaborative environment requiring adaptability and frequent interaction with the public

This position plays a vital role in providing quality programming to the community, ensuring well-maintained facilities, and fostering an inclusive and engaging environment for participants of all ages.

Email resume with application to tisha@pard1.com or drop off at the Business Office Monday-Friday 8:00 am-4:30 pm.

Ponchatoula Area Recreation District 1 is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, religion, disability, age, pregnancy, military status, or citizenship. We celebrate diversity and are committed to creating an inclusive environment for all employees.