Recreation/Aquatics Customer Service Representative

**Location:** Currents Aquatics Center and other sites assigned  
**Department:** Parks & Recreation  
**Rate of Pay:** $9.71/hr.  
**Status:** Open Until Filled

Apply Now  
All City of Missoula Jobs

At Missoula Parks and Recreation, our mission is fun! We provide endless health and wellness options for all Missoulians and bring the community together through quality recreation and aquatics programs, abundant parks and trails, and acres of vital open space.

We’re looking for friendly, energetic folks to join our customer service team. Candidates should have excellent communication skills, experience working on a team, a friendly and professional outlook, and good critical thinking and problem-solving skills. If you’d like to give back to your community in an enjoyable job with room for advancement, apply today!

- A fun, fast-paced work environment with great people.
- Do meaningful work that benefits your community!
- Morning, evening and weekend shifts are available.
- 20-30 hours per week, full-time may be available.
- Perfect for students in Recreation Management, Business/Marketing, Communications, Public Administration and more!

**Job Details**

- Under the Recreation Administrative Specialist's supervision, provide excellent customer service at Currents Aquatics Center and Parks and Recreation Front Desk, or other sites as assigned.
- The Customer Support Specialist is the frontline contact between Missoula residents and Parks and Recreation. Successful applicants will represent the City of Missoula with the utmost professionalism and courtesy.
- By phone or in person, Representatives will promote and explain all of Parks and Recreation's facilities and services, answer customer questions, process transactions, and help resolve customer/resident's concerns.
- Interact positively as an effective team member while following policies and procedures.
- Take payments and process registrations using accounting best practices for cash handling and using point-of-sale computer software, including credit card payments, reconciling cash irregularities and daily cash-outs.
- Perform other duties as assigned.