



Job Announcement!!

Position: Welcome Representative

Classification: Part-time - Hourly

Department: Front Desk

Non-benefited position

Job Announcement Opens: 4/9/2026

Starting Rate: \$17.14 / hour

Job Announcement Closes: When filled

Schedule: Days vary Monday-Saturday

Shifts: 3:30 pm to 8:30 pm (20 hrs per week minimum is required)

Position Location: Recreation Center - 610 S Vernal Avenue - Vernal, UT 84078

Hours of Operation: 5:00 AM - 9:30 PM M-F; 5:00 AM - 7:00 PM Saturday and Holidays

GENERAL PURPOSE

Perform a variety of customer service-related duties to ensure patrons and visitors are welcomed to the Recreation Center. This position plays a key role in assuring all patrons have a positive experience when using the Recreation Center. Customer service work varies throughout the day and includes greeting patrons and other members of the public, answering phones, responding to questions, and using computers and recreation software to register participants in various programs, events, and memberships.

ESSENTIAL FUNCTIONS

- Provide excellent customer service to patrons and members of the public.
- Ensure that patrons are greeted and checked in as they pass by the Front Desk.
- Look up information on computer software and relay information to patrons and/or co-workers.
- Receive and disburse money, and balance the cash register till at the close of the shift.
- Ability to accurately enter data.
- Ability to work as a team; communicate effectively and professionally with the public, co-workers, and management.
- File, organize, and make copies using a copier machine.
- Basic housekeeping in and around the work area.

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MINIMUM QUALIFICATIONS

1. Education and Experience: Sufficient education and training to demonstrate an aptitude or ability to perform duties, AND six (6) months of general work experience.
2. Knowledge, Skills, and Abilities: Some knowledge of basic math related to cashiering and changing money; good interpersonal communication skills.
3. Ability to operate a cash register, basic computer knowledge, establish and maintain effective working relationships with employees and the public, and ability to communicate effectively, verbally, and in writing.

SPECIAL REQUIREMENTS / CONDITIONS OF EMPLOYMENT

1. Applicants must be age 18 or older to apply.
2. Must pass a background screen.
3. Must pass a drug screen.

TRAINING & PERFORMANCE EXPECTATIONS

Ability to learn and apply new systems, procedures, and customer service standards during the training period in a fast-paced customer service environment. The position includes structured onboarding with performance check-ins, including approximately 3-week and 6-week reviews, to support successful job performance.

WORK ENVIRONMENT

The incumbent performs in a climate-controlled environment. Tasks require minimal physical activities; generally standing, stooping, sitting for long periods at a time, reaching, talking, hearing, and seeing. Common eye, hand, and finger dexterity exists. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and problem-solving.

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

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TO APPLY - Please complete a USSD1 Application for Employment.

Applications may be picked up and returned in person at:

Uintah Recreation Center

610 S Vernal Avenue

Vernal, UT 84078

Applications are also available for download at <https://recreation.uintah.gov> → *About Us* → *Job Opportunities* - Completed applications may be emailed to: nikkitheener@ussd1.utah.gov

Or click [USSD1 Job Application](#) to open the electronic version of the job application.

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