SWRC Front Desk Attendant

- **Duties and Responsibilities:**
  - Handle membership and guest member management.
  - Register members for various programs.
  - Actively enforce rules and policies of the SWRC.
  - Operate cash register and perform cash and credit card transactions.
  - Provide members with information about Campus Recreation programs.
  - Regulate access of the facility through ID verification.
  - Provide tours of the SWRC to new and interested patrons.
  - Assign lockers and troubleshoot any issues that may arise concerning locker rooms.
  - Provide a friendly and welcoming atmosphere for students, staff, faculty and guests who enter the SWRC.

- **Required Qualifications:**
  - The requirements listed below are representative of the minimum knowledge, skill, and/or ability required of an individual.
    - Currently enrolled North Idaho College student.
    - Possess CPR/AED and First Aid certification or willing to obtain certifications within 30 days of employment.
    - Meet and maintain Employee Academic Policy grade requirements.
    - Have basic computer skills.
    - Good communication skills.
    - Demonstrate leadership abilities.