



## **Job Announcement**

### **CUSTOMER SERVICE COORDINATOR**

**Miamisburg Community Center  
(Part-Time)**

The City of Miamisburg is accepting applications for the part-time position of Customer Service Coordinator at the Miamisburg Community Center Front Desk for the Parks and Recreation Department. This position provides a variety of skilled tasks to improve, increase or maintain opportunities for the community to Play, Discover and Grow.

Responsibilities include assisting customers at the Miamisburg Community Center Front Desk via email, phone, and in person, assisting City staff with administrative tasks as assigned, and staffing marketing events, and possessing a warm, welcoming, and professional demeanor at all times. Potential candidates must be flexible to perform a wide range of tasks and work with all demographics and ages of the public. The position reports directly to the Community Center Operations Manager. This position could be scheduled up to 28 hours per week, including weekends and evenings, dependent upon event schedules and needs of the Community Center.

Minimum requirements include a high school diploma or equivalent (G.E.D.), a valid Ohio driver's license, a minimum of one (1) year of previous customer service experience in the same or related field. Candidate must obtain CPR/First Aid Certification within six (6) months of appointment and maintain as a condition of employment.

The hourly wage range for the position is \$10.80 - \$18.80, DOQ. Applications can be obtained at the City Administration Office or on the City's website at [www.ci.miamisburg.oh.us](http://www.ci.miamisburg.oh.us). Submit cover letter, resume and application to: City of Miamisburg, Attn: Human Resources, 10 N. First Street, Miamisburg, Ohio 45342 or [hr@cityofmiamisburg.com](mailto:hr@cityofmiamisburg.com). Applications accepted until December 10, 2021.

**Disclaimer: The City of Miamisburg considers all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status, or any other legally protected status.**