



City of Ames Community Center Desk Clerk

SALARY	\$10.84 - \$11.13 Hourly	LOCATION	50010, IA
JOB TYPE	Less than 20 hours/week	JOB NUMBER	25-PRCCDC-01
DEPARTMENT	Parks and Recreation - Temporary & Part-time positions	OPENING DATE	02/18/2026
CLOSING DATE	4/3/2026 5:00 PM Central	FLSA	Non-Exempt
BARGAINING UNIT	MERIT	RESIDENCY REQUIREMENT?	No

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

<https://www.youtube.com/embed/97rsAGfo1eQ?&wmode=opaque&rel=0>

The City of Ames Parks & Recreation Department has an exciting opportunity for Community Center Desk Clerks to provide support to the City of Ames Community Center. Candidates interested in this opportunity can expect to work 10-15 hours per week, evenings and weekends.

Desk Clerks are directly accountable to the Auditorium/Bandshell/Community Center Manager and adjunctly accountable to the Recreation Superintendent and the Director of Parks & Recreation.

This position is an ongoing, part-time, less than 20 hours per week position that is not benefit or paid leave eligible.

Posting is open until filled.

Examples of Essential Job Functions

- Receives payments and balance cash drawers.
- Completes data entry and general clerical duties.

- Performs opening/closing procedures.
- Supervises open gym activities.
- Sets up equipment as needed or required.
- Ensures a safe environment minimizing or eliminating hazardous situations and behaviors.
- Fills in for full-time staff members during times such as vacations, department meetings, department or city functions, and holidays that the Community Center is open to the public.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respect and dignity for one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Qualifications

Age Requirement:

- Must be at least 18 years of age.

Knowledge, Skills, and Abilities:

- Skill in cash handling and computer skills.
- Ability to demonstrate a friendly manner to customers.
- Ability to be self-motivated with a positive attitude.
- Ability to answer and assist customers on the phone or direct them to the correct party.
- Ability to understand, appreciate and embody the City of Ames Core Values.
- Ability to maintain an exceptional level of safety.
- Ability to maintain a professional appearance (staff shirt, khaki pants and closed-toe shoes) at all times while on site.
- Ability to maintain a professional demeanor (calm and courteous) at all times while on site.

Supplemental Information

Physical & Environmental Characteristics:

Required Physical Activities: Talking, hearing, walking, reaching, grasping, pushing, pulling, repetitive motions, stooping, kneeling, crouching, standing, sitting, and finger dexterity.

Physical Characteristics of Work: Work requires sitting and/or using various computer equipment approximately 75% of the time, and standing and/or walking 25% of the time. Frequently requires the exertion of up to 10 pounds of force, and infrequently requires the exertion of 10 – 50 pounds of force to lift or otherwise move objects.

Vision Requirements: The minimum standard for those whose work deals largely with preparing and analyzing data and written information, accounting, transcription, using a computer terminal, and/or extensive reading.

Environmental Conditions: For most positions in this classification, the worker is not substantially exposed to adverse environmental conditions. In some positions, the worker may be subject to noise, vibration, mechanical hazards, electrical hazards, chemical hazards, or atmospheric conditions that affect the respiratory system or the skin.

Examples of Equipment Used on the Job: Computer terminal and hardware; a variety of word processing, spreadsheet, database, presentation, and specialized software; general office equipment such as copier, files and file cabinets, photocopy machine, and calculator; communications equipment such as telephone and fax machine.

Selection Process:

The selection process consists of an evaluation of education and experience, an interview, and completion of a criminal

background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Employer

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

<http://www.cityofames.org/jobs>

Community Center Desk Clerk Supplemental Questionnaire

***QUESTION 1**

Are you at least 18 years of age?

- Yes
 No

***QUESTION 2**

What experience do you have that would pertain to this position?

* Required Question