

Town of Abingdon
Harry L. Coomes Recreation Center



Front Desk Associate

The Harry L. Coomes Recreation Center is accepting applications for an energetic individual who wants to be a part of a fast paced and positive work environment as a Front Desk Associate. This person will interact with team members, clients and visitors of all ages in a professional and courteous manner in a community recreational and fitness facility. We are seeking a dependable person with computer skills, customer service experience and the ability to work independently. Duties include: cash handling, operating multiline telephones, membership sales, guest check-ins, distributing program information and greeting patrons and visitors. This is a part time position specifically for Saturdays and Sundays, and an occasional evening/weekday shift. Interested persons must submit completed Town of Abingdon job application to the Coomes Recreation Center, Front Desk Associate Position, PO Box 2495, Abingdon, VA 24212-2495, or fax to 276 623-1345. The Town of Abingdon is an Equal Opportunity Employer.

August 5, 2009