



BOROUGH OF CONSHOHOCKEN

Office of the Borough Manager

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Yaniv Aronson

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Title: Job Announcements

Department: Recreation Services

Seeking Front Desk Associate

The Borough of Conshohocken is accepting applications for a part-time evening Front Desk Associate for the Conshohocken Community Center at the Fellowship House. Candidates will be responsible for assisting with the administration and operation of the Community Center and the Borough's parks as well as organizing and managing activities and events. Candidates will be responsible for closing the facility. Core hours for the position are 3:00pm - 9:00pm, however, additional hours may be required based on facility and event needs. Review of applications will begin immediately and continue until the position is filled. Candidates must be proficient in the use of computers and Microsoft Office; have excellent communication and writing skills; and a demonstrated ability to provide exceptional customer service. A high school diploma or GED is required. Must be able to stand for periods of time and set-up and breakdown tables, chairs and other recreational apparatus or items required for rentals and programs. A cover letter, resume and three references should be sent electronically to Director of Recreation Services at lirizarry@conshohockenpa.gov