



**CITY OF ST. PETERS
VOLUNTEER OPPORTUNITY**

POSITION TITLE: Ticket Taker

DEPARTMENT: Parks and Recreation-Special Event

GENERAL STATEMENT OF DUTIES:

Under general direction, this individual will take tickets at various events at the City of St. Peters Rec-Plex.

ESSENTIAL FUNCTIONS:

Direct customers in the lobby.
Answer customer questions.
Take tickets from patrons.

STANDARDS:

Regular and predictable attendance.
Ability to follow oral and written instructions.
Ability to establish an effective working relationship with staff and the general public.
Ability to safely and effectively operate assigned equipment.
Ability to understand and apply established facility procedures and policies.
Ability to remind customers of policies and procedures in a tactful manner.
Ability to communicate effectively.

MINIMUM REQUIREMENTS:

Must be 16 years of age or older.
Must have transportation to/from worksite.
Must be a U.S. citizen or lawfully authorized alien.

EQUIPMENT:

None.

DESIRED QUALIFICATIONS:

Customer service skills.

TIMES NEEDED:

Varying throughout the year.

COMMITMENT:

2-3 hour shifts.

LOCATION:

St. Peters Rec-Plex

REPORTS TO:

Rec-Plex Staff