

# Office & Recreation Coordinator

**Location:** Jellystone Park™ Lake Charles

**Employment Type:** Full-Time, Onsite

**Pay Rate:** \$12–\$16 per hour (based on experience)

## Position Overview

The Office & Recreation Coordinator supports the daily operations of the front office and recreation activities at Jellystone Park™ Lake Charles. This is an entry-level, hands-on role focused on organization, guest communication, and assisting with recreational activities and events. This position is not a management role.

We are willing to train the right candidate who is dependable, organized, and enjoys working with guests and team members. Open availability is required.

## Primary Responsibilities

### Front Office & Guest Support

- Answer incoming phone calls and assist guests with questions and general park information
- Support front office operations including check-ins, check-outs, and guest assistance
- Maintain organized office areas and assist with basic administrative tasks
- Communicate guest needs or concerns to management as needed

### Recreation & Activities Support

- Assist with organizing, preparing, and running recreational activities and park events
- Help ensure activities are set up, communicated, and carried out as scheduled
- Support recreation staff and help maintain activity calendars and schedules
- Assist with inventory and care of recreation supplies and equipment

### Team Coordination

- Help coordinate daily tasks and provide support to office and recreation team members
- Assist with staff coverage and activity organization as needed
- Follow established policies, procedures, and guest service standards

## **Skills & Qualifications**

- High school diploma or equivalent
- Customer service, office, or hospitality experience preferred but not required
- Basic computer skills required
- **Knowledge of Microsoft Excel, Microsoft Word, and Canva is a plus**
- Strong communication and organizational skills
- Ability to work well with guests, children, and families
- Reliable, punctual, and team-oriented

## **Schedule & Work Environment**

- Full-time, onsite position
- Open availability required, including weekends and holidays
- Ability to work indoors and outdoors as needed

## **Compensation & Training**

- Hourly pay range: **\$12–\$16 per hour**, based on experience
- Training provided for the right candidate
- Opportunity to gain experience in hospitality, guest services, and recreation operations