

**Town of Mansfield**  
**Senior Customer Service Representative**  
**Lenard Hall – Community School of the Arts**  
**(part-time, no benefits)**

**The Opportunity**

The Town of Mansfield Parks and Recreation Department is seeking to hire several part time senior level Customer Service Representatives to perform intermediate level customer service, registration and clerical duties at the new Lenard Hall Community School of the Arts facility. The CSA program provides community based programs for youth and adults in music and visual arts.

**About Lenard Hall**

450 S. Eagleville Road, Storrs/Mansfield, CT 06268

Facility hours may vary due to holidays, programming needs, and rentals. Please check our website for updates: <https://www.mansfieldct.gov/2387/Community-School-of-the-Arts>

**The Total Compensation**

Candidates should be available a minimum of 8-10 hours per week, with a minimum of four consecutive hours two or more days per week. Rotation weekend shift required. Shifts/hours may vary based on programming needs. Hourly rate is \$17.77/hr.

**What You Bring!**

Employees must possess excellent knowledge, skill and ability in receptionist and customer service techniques and practices. Proven computer and organizational skills and good familiarity with registration software is highly desirable.

**About the Position**

Duties include but are not limited to; reception, program registration utilizing RecTrac software, providing facility tours, supporting staff with program set ups, general facility supervision and problem solving.

**Selection Process**

Position open until filled. Early application encouraged, as review will begin immediately on a rolling basis. Selected candidates will be subject to a background check.

**How to Apply!**

Candidates who are interested in applying for this position should visit:

<http://www.mansfieldct.gov/353/Job-Opportunities>

It is highly encouraged that applicants review their resume/application materials. Resume/Application materials are screened for quality, quantity and experience.

The Town of Mansfield is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.