

VILLAGE OF FRIENDSHIP HEIGHTS

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VILLAGE COUNCIL

MELANIE ROSE WHITE, *Mayor*
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JULIAN P. MANSFIELD, *Village Manager*

Village Center Front Desk Floater Job Description

The Village is looking for an oncall front-desk receptionist as a backup to support the Village Center front desk staff. Interested candidates must have availability for flexible hours, including nights and weekends. Please note the position's following responsibilities:

- Performs general office duties, including answering the phone, file management, photocopying, correspondence, and other responsibilities as directed by the Village Manager.
- Being available (weekend availability is a must) for the opening and closing of the Village Center on designated shifts, as well as during inclement weather.
- Offers information on programs, classes, and events- and responds to questions regarding such programs, classes, and events.
- Prepares and continually updates registration and trip sign-ups as advertised in the monthly newsletter and on the website. Organizes payment of trips/events.
- Monitors and responds to email inquiries and program, class, and event information requests.
- Coordinates the distribution and posting of program flyers and notices to the buildings within the Village of Friendship Heights.
- Knowledge of operation of front desk office equipment and supplies, including photocopier, postal meter, phones, and credit card machine.

The starting pay rate is \$20 per hour. Please submit your resume and cover letter to the Village Manager, Julian Mansfield, at jmansfield@friendshipheightsmd.gov.

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