

JOB OPENING

PART-TIME INFORMATION DESK SPECIALIST – VISITORS CENTER

Applications will be received by the Human Resource Manager of the Town of Wytheville for the part-time position of Information Desk Specialist at the Visitors Center. **Desired Qualifications:** The successful candidate should be an outgoing, friendly person who will be able to assist visitors in person, and via phone and e-mail, with information about the local area. Excellent communication skills needed with professional manner and ability to work independently. Applicant must have a flexible schedule to work some nights, weekends and holidays. **Education and Experience:** High school diploma or GED with 2 years of related experience. **Salary Range:** \$8.00 per hour, with sixteen to twenty-five hours work per week. Application packages are available from the Human Resource Department at the Town Municipal Office, 150 East Monroe Street, between the hours of 8:00 A.M. and 5:00 P.M. weekdays or on the Town's Web site at www.wytheville.org. Applications will be received until position is filled. **EOE**