

NANTUCKET PUBLIC SCHOOLS  
10 SURFSIDE ROAD  
NANTUCKET, MA 02554  
ANTICIPATED VACANCIES  
NANTUCKET COMMUNITY SCHOOL  
SUMMER POSITIONS

**Front Desk/Customer Service (Jetties Tennis)**

NCS is seeking to fill the position listed above. All positions are temporary/seasonal employment during the summer months. The pay range is between \$14.00 and \$18.00 per hour, depending upon the candidate's level of experience. Candidates will be expected to work a flexible schedule Monday - Sunday 7:00 AM – 1:00 PM or 12:00 PM - 6:00 PM. Dates of employment Mid June - Labor Day, 2019. Housing is not provided.

**Recommended Minimum Qualifications**

- Applicants must be at least 18 years of age by June 15, 2019 to apply for paid positions.
- Positive attitude and high energy a must.
- Prior experience in a customer service setting.
- Basic knowledge and understanding of how to operate a computer and input transactions.
- Ability to lift a minimum of 25 lbs.
- Ability to multi-task.

**Definition**

Schedule and book lessons, answer phones, input daily transactions into the computer and assist with daily setup and breakdown (sweeping courts, filling water jugs, etc.).

**Supervision**

Work under the direct supervision of the Director of Tennis.

**Job Environment**

Programs are based at the Jetties Tennis Courts at 2 Bathing Beach Road. Jetties Tennis applicants will be expected have a background in the sport of Tennis and be both outgoing and enthusiastic.

**Application:**

Interested candidates should submit a letter of interest and resume via email:

Blair Jannelle  
ACKventure Sports Camp Supervisor  
[jannelleb@npsk.org](mailto:jannelleb@npsk.org)

These positions are open until filled.