

JOB OPPORTUNITY

Pleasant Dale Park District-Front Desk Staff

Summary: Pleasant Dale Park District Recreation Center is open six days a week. The Front Desk Staff is responsible for greeting customers to the recreation center, assisting customers in registering for park programs, maintaining registration files and assisting staff in performing other duties as assigned.

Qualifications: The ideal applicant will be a positive, team oriented individual with excellent communication and customer service skills. Must be 18 years of age with prior experience in a related field. Flexible availability to work varied hours; fill in days and park district special events is required.

Classification: Part-time, variable hour employee
Basic schedule: Evenings and Saturdays

Salary: Starting \$10.00 per hour

Additional Information Contact: Judy King
Office Manager
630-662-6220

Pleasant Dale Park District is an Equal Opportunity Employer