

Wood Dale Park District Job Description – Short Term Positions	
Dept: Recreation	
Title: Office Personnel – PT Nights & Wk. Ends	
Reports To: Registrar and Front Desk Staff Coordinator	
Revision Number: 0	Classification: Non-exempt
Revision Date: March 16, 2006	

Overview:

This position is responsible for various administrative and facility duties during the evening and weekend hours at the Recreation Complex.

Essential Duties & Responsibilities:

1. Process all Recreation Complex program registration which includes fitness memberships.
2. Answer telephones and direct caller to proper area or advice through related questions.
3. Various office duties to include but not limited to filing, copying, sorting, typing, phone calls, etc.
4. Greet and assist patrons with their recreational needs.
5. Maintain good rapport with customers and provide exceptional customer service.
6. See that instructors/programs are in proper areas and running well.
7. Opening and closing of the entire facility
8. Maintain knowledge of all park district programs and facilities as well as community programs/relations.
9. Enforce Park District policies and procedures.
10. Follow and enforce all safety procedures.
11. Attend staff training sessions.
12. Communicate with day staff through notes etc.

Knowledge, Skills, and Abilities:

1. A positive outgoing personality.
2. Ability to handle a variety of tasks/situations at one time.
3. Ability to be patient and courteous.
4. Ability to communicate both orally and in writing.
5. Ability to be flexible.
6. Ability to handle money transactions.

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Education, Experience, Certifications:

Prior office experience preferred. Knowledge/use of computers. Customer Service Conscious. Must be at least 18 years of age and out of high school. Experience in cashier or money handling is important.

Special Considerations:

Requires flexibility of work schedule which may include days, nights and weekends.