

Lan-Oak Park District



Job Announcement

Job Title:	Front Desk Receptionist	Start Date:	As soon as possible
Department/Group:	Recreation/Fitness	Hours:	10-14 per week
Location:	Eisenhower Fitness & Community Center	Hours of Work:	Primarily weekends & evenings. Flexibility to cover vacations/absence of other employees (any shift)
Level/Salary Range:	\$14.50 per hour	Position Type:	Part-Time
HR Contact:	Sharon Desjardins	Date Posted:	November 11, 2022
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	When Filled

Applications Accepted By:

IN-PERSON, FAX, EMAIL:

708-418-0942 (Fax)
 2550 178th Street, Lansing (In-Person)
sdesjardins@lanoakparkdistrict.org

MAIL:

Sharon Desjardins
 Lan-Oak Park District
 2550 178th Street
 Lansing, Illinois 60438

Job Description

ROLE AND RESPONSIBILITIES

- To perform general office tasks, such as typing, filing, answering telephones, and operating office equipment
- Computer literacy & problem-solving ability
- Receiving and working cooperatively with customers/visitors
- Assisting Park District visitors and directing them properly for appointments, inquiries, and programs
- Receive incoming phone calls, direct them to appropriate personnel, and provide competent and accurate information
- Input of program & fitness registration information into computer system
- Accurate filing of processed work
- Upkeep of fitness memberships and dates of expiration/need for renewal
- Balancing cash drawer at the end of the work shift
- Typing correspondence, reports, and other material for supervisory personnel
- Distribution of accurate information to the public
- Ability to maintain patron confidentiality
- Ability to work cooperatively with co-workers
- Pleasant demeanor
- Flexible availability
- Performing other office duties as requested by the Senior Superintendent