

Job Posting

Category	Recreation
Job Title	Front Desk/Registration Clerk
Class	Part Time
Hours	Weekdays Between 2:30 p.m. – 7:30 p.m. & Saturdays 8:00 a.m. – 1:00 p.m.
Salary	\$10.00 per hour
Requirements:	Must have excellent customer service & communication skills, be highly organized and able to multi-task, and have basic computer skills. Must be over 18, dependable & enjoy working with people.
Duties:	Register customers for programs using RecTrac software, process payments, balance daily work, handle walk-in and phone inquiries, issue passes, provide prompt and courteous customer service to customers, coaches, staff and the general public.

The Huntley Park District is an equal opportunity employer. A criminal background check is required.

Application can be picked up at the REC Center. Completed application should be returned to the front desk staff or mailed to:

Huntley Park District
HR Dept.
12015 Mill Street
Huntley IL, 60142
No phone calls please.