

Job Posting

Category Recreation
Job Title Front Desk/Registration Clerk
Class Part Time
Hours Weekdays flexible between the hours of 7:00 am and 7:30 pm and 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.