

# Lan-Oak Park District



## Job Announcement

<b>Job Title:</b>	Front Desk Receptionist - PT	<b>Start Date:</b>	As soon as possible
<b>Department/Group:</b>	Recreation/Fitness	<b>Hours:</b>	10-14 per week
<b>Location:</b>	Eisenhower Fitness & Community Center	<b>Hours of Work:</b>	Evenings, weekends
<b>Level/Salary Range:</b>	\$16.50 per hour	<b>Position Type:</b>	Part-Time
<b>HR Contact:</b>	Sharon Desjardins	<b>Date Posted:</b>	September 1, 2024
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Posting Expires:</b>	When Filled

### Applications Accepted By:

#### IN-PERSON, FAX, EMAIL:

708-418-0942 (Fax)  
 2550 178<sup>th</sup> Street, Lansing (In-Person)  
[sdesjardins@lanoakparkdistrict.org](mailto:sdesjardins@lanoakparkdistrict.org)

#### MAIL:

Sharon Desjardins  
 Lan-Oak Park District  
 2550 178<sup>th</sup> 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/co-workers
- 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
- Making phone calls to patrons regarding their park district registrations
- Upkeep of fitness memberships and dates of expiration/need for renewal
- Balancing cash drawer at the end of the work shift
- Processing credit & debit card payments
- Distribution of accurate information to the public
- Ability to maintain patron confidentiality
- Pleasant demeanor
- Flexible availability – 1-2 evenings per week & one weekend day per week
- Performing other office duties as requested by the Senior Superintendent
- Candidate must consent to and pass a criminal background check
- Candidate must have a high school diploma or equivalent.
- Front desk/customer service/money handling experience preferred.