



Community Center & Administrative Offices

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NOTICE FOR JOB OPENING

Golf Shop Attendants

Village Greens of Woodridge has openings for Golf Shop Attendants. This is a part time seasonal position which works a flexible schedule that will include weekends and evenings from approximately April through November. The ideal candidate will be willing to work up to 20 hours per week.

POSITION: Golf Shop Attendant

QUALIFICATIONS:

- High school education preferred
- 1 year in golf shop, customer service, or retail sales environment preferred.
- Good written, verbal, and interpersonal communication skills.
- Ability to analyze problems and efficiently handle multiple duties under pressure with minimal supervision.

RESPONSIBILITY: A person in this position is responsible for selling merchandise, handling cash/credit card transactions, answering phones, interacting with patrons (providing information, handling requests and/or complaints), assisting with inventory control, maintaining cleanliness of shop, and ensuring displays are properly stocked and organized.

ATTRIBUTES: We are seeking dedicated individuals who have great customer service skills and are self-sufficient. The position requires full range of body motion including handling and lifting, manual and finger dexterity; requires eye hand coordination sufficient to operate equipment; requires frequent standing, bending, stooping, and walking for prolonged periods.

SALARY RANGE: \$8.25 - \$9.50 per hour

CONTACT/SEND APPLICATION TO: Woodridge Park District
Connie Curry, HR Manager
2600 Center Drive
Woodridge, IL 60517
(630) 353-3327 or [ccurry@woodridgeparks.org](mailto:c Curry@woodridgeparks.org)

The application can be picked up at the Community Center at the address listed above or obtained from www.woodridgeparks.org