

**Community Center & Administrative Offices**

2600 Center Drive • Woodridge • IL • 60517

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NOTICE FOR JOB OPENING**Assistant Facility Manager**

Woodridge Park District has an opening for an Assistant Facility Manager at our Athletic Recreation Center. This position is part time, non-exempt and requires a flexible schedule that will include evenings, weekends and holidays based on programs, activities, and facility needs. Successful candidates will have at least one year of customer service experience.

QUALIFICATIONS:

- One year experience in the recreation field. Experience in a health club advantageous.
- Excellent communication, customer service and organizational skills.
- Knowledge and ability to utilize computer software programs, including but not limited to: Microsoft Office products (e.g. Word, Excel, PowerPoint), POS/Recreation software, and the Internet.
- Associate degree with an emphasis in recreation, leisure services, or a related field preferred.

RESPONSIBILITY:

Manage and maintain overall operations of the facility on weekdays, evenings, and weekends or other times as assigned in the absence of the Facility Manager. Perform opening and closing procedures as assigned. Resolve concerns, conflicts, and problems of guests. Assist customer service coordinators as needed. Oversee building security and respond to all facility emergencies, ensure guest and staff safety, aid in building/grounds maintenance duties as needed.

ATTRIBUTES:

We are seeking dedicated and energetic individuals with outstanding hospitality skills who love working with people. The position requires standing, walking, sitting, talking, hearing, and seeing; flexibility of work schedule which may include days, nights, and weekends; subject to inside environmental conditions.

Note: Complete job description is available upon request

SALARY:

\$15.00 per hour

CLOSING DATE:

Applications accepted until position is filled

CONTACT/SEND APPLICATION/RESUME TO:

Woodridge Park District
Connie Curry, Human Resource Manager
2600 Center Drive, Woodridge, IL 60517
(630) 353-3327 or ccurry@woodridgeparks.org

Application can be picked up at the Community Center at the address listed above, the ARC located at 8201 S. Janes Ave or obtained from www.woodridgeparks.org/jobs.htm.