

**Community Center & Administrative Offices**

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**NOTICE FOR JOB OPENING****Customer Service Staff**

Woodridge Park District has openings for Customer Service Staff. 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.

**POSITION OFFERED:** Customer Service Staff - Athletic Recreation Center  
**Hours worked will be nights and weekends approximately 10-15 hours per week. Substitution shifts may be available for additional hours.**

**QUALIFICATIONS:**

- Excellent communication and customer service skills.
- Knowledge and ability to utilize computer software programs, including but not limited to: Microsoft Office products, POS/Recreation software, and the Internet.
- Graduation from a standard high school or vocational school.

**RESPONSIBILITY:**

Greet all guests, check in members, register guests for programs throughout the District, collect fees, and process Cypress Cove memberships and ARC punch cards. Assist program instructors with preparation of class lists, copies, equipment, etc. Assist recreation staff with communications regarding any updates, revisions or cancellations to program registrants and patrons by various communication methods (e.g. telephone, electronic messaging, etc.).

**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:** Starting at \$12.00 per hour

**CLOSING DATE:** Applications accepted until positions are filled

**CONTACT/SEND APPLICATION/RESUME TO:** Woodridge Park District  
Connie Curry, Human Resources Manager  
2600 Center Drive, Woodridge, IL 60517  
(630) 353-3327 or [ccurry@woodridgeparks.org](mailto: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](http://www.woodridgeparks.org/jobs.htm).