

**Community Center & Administrative Offices**

2600 Center Drive • Woodridge • IL • 60517

Phone (630) 353 • 3300

Fax (630) 353 • 3310

[www.woodridgeparks.org](http://www.woodridgeparks.org)[mail@woodridgeparks.org](mailto:mail@woodridgeparks.org)**NOTICE FOR JOB OPENING****Customer Service Coordinator**

Woodridge Park District has two openings for Customer Service Coordinator 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 Coordinator - Athletic Recreation Center  
**QUALIFICATIONS:**

- Excellent communication and customer service 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.
- Graduation from a standard high school or vocational school.

**RESPONSIBILITY:** Greet all guests, check in members, register guests for programs throughout the District, and collect fees. Assist program instructors with preparation of class lists, copies, equipment, etc. Assist renters with contracts and other questions. 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:** \$12.00 – \$14.00 per hour depending on qualifications

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

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