

**Addison Park District**  
**120 E. Oak St.**  
**Addison, Illinois 60101**  
*[addisonparkdistrict.org](http://addisonparkdistrict.org)*  
**Job Announcement** (posted 5/1/10)

Registration & Reception – Part time

Community Recreation Center / Administration Office  
120 E Oak St.  
Addison, IL 60101  
630. 833.0100

Responsibilities

- Assist patrons with Program Registration, both in person and on the telephone
- Perform general office functions
- Experience with Microsoft Office software
- Exceptional customer service skills
- Prepare daily bank deposits
- Dependability a must, varied schedule, Monday – Friday, minimum 10 hours per week

Qualifications

- Self-starter
- Solid organizational skills
- Customer Oriented
- Previous office experience required
- Bi-lingual a plus

Education

- High school graduate with two years experience within an office environment

Starting Salary - **\$8.58 – \$10.00** per hour, non-exempt position, based on experience

Contact

E-mail resume to [jobs@addisonparkdistrict.org](mailto:jobs@addisonparkdistrict.org)  
Applications are available from the Administrative Office, 120 E Oak St, Addison, IL 60101  
No phone calls please

Position open until filled