

# Lockport Township Park District

## *Job Announcement*

### Mission Statement

*To enrich quality of life of our community by providing leisure opportunities for people to learn, play and grow.*

## Part Time Front Desk Attendant

**Location:** Challenge

**Days/Hours:** Evenings and Weekends

**Pay:** Minimum Wage

**Closing Date:** Open until position is filled

### *Job Summary*

Under the supervision of the Office Coordinator and Customer Service Representative, provide exceptional customer service while assisting customers, registering participants, welcoming members and dissemination district-wide information.

### *Education, Experience and Training*

Must be at least 18 years of age

High school diploma or equivalent

Cash handling and customer service experience preferred

Professional phone etiquette

Valid State of Illinois driver's license

### *Hours*

To be scheduled by the Office Coordinator and include evenings and weekends

Applications can be picked up at Challenge Fitness located at 2021 South Lawrence Avenue or downloaded at [www.lockportpark.org](http://www.lockportpark.org)



2021 South Lawrence Avenue  
Lockport, Illinois 60441  
(815) 838-1183  
[www.lockportpark.org](http://www.lockportpark.org)

Contact Lisa Bruni, Office Coordinator  
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