# Lockport Township Park District

# ***Job Announcement***

Part Time Front Desk Attendant

*Location*: Challenge Fitnehttps://www.youtube.com/watch?v=N1pTZTHZF4Ess

*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



2021 South Lawrence Avenue

Lockport, Illinois 60441

(815) 838-1183

[www.lockportpark.org](http://www.lockportpark.org)

Contact Lisa Bruni, Office Coordinator at extension 108 or at

lbruni@lockportpark.org

Mission Statement

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