



MEDINAH PARK DISTRICT

22w130 Thorndale Avenue, Medinah, IL 60157 Phone 630-893-2560 Fax 630-893-0932
www.medinahparkdistrict.org



Permanent Part-time Front Office Receptionist..... permanent part-time job share position responsible for front line customer service duties that include answering telephones, greeting customers, accepting and inputting program registration, membership and rental information and fees, and providing office support to all full time staff. The ideal candidates will be organized and detail oriented with customer service experience required. Must be able to multi-task, have good verbal and written communication skills and strong computer skills for data entry. This individual MUST HAVE a pleasant, friendly and upbeat professional manner. This is a job share position of 20 hours per week, on average.

Hours: Monday – Friday 8:30am-5:00pm

Wage Range: \$9.25 - \$11.50/hour starting salary range

The Park District is accepting applications open until filled.

Contact Executive Director Bruce Baum or Superintendent of Recreation Frank Wendling at 630-893-2560 for further information.