

Job Announcement
Washington Park District

Job Title: Park Time Recreation Registration Secretary

Location: Washington, IL

Salary: \$11.00/hour

Qualifications: Applicant must be 16 years or older. Must be able to quickly learn computer software operation. Individual must be First Aid and CPR certified or willing to acquire certification.

Description: Under the direction of the Finance Manager the Registration Secretary's primary duty is to handle walk-in registration transactions, phone calls, questions and inquiries for Washington Park District facilities, programs and services. Must also serve as evening and weekend supervisor of the Recreation Facility including securing the building at the end of the work hours.

Primary work hours will be Monday-Thursday 4:00-8:00pm, Friday 2:00-6:00pm and Saturday 8:00am-12:00pm. Specific days would vary based on availability and need. Candidates must be willing to work some holidays and evenings as programming dictates.

Submit a Washington Park District Application to:

Washington Park District
Attn: Kim Hess
105 S. Spruce St.
Washington IL 61571
309-444-9413
khess@washingtonparkdistrict.com

Deadline: Open until filled.