



## **PALATINE PARK DISTRICT Job Announcement**

### **Customer Service Representative Part-Time Position**

#### **JOB SUMMARY**

The Customer Service Representative (CSR) answers general public inquiries in person, email and/or via the telephone concerning registration for the Palatine Park District programs, activities and events. Become familiar with and able to assist patrons to navigate Park District website and complete web registration process. Responsible for accurate and timely data entry processing and recording of payments for programs, passes, registrations and memberships as well as facility check in and equipment handout.

#### **QUALIFICATIONS**

Excellent customer service skills and computer skills necessary to effectively perform the job. Professional image with a helping attitude is necessary. High school graduate or equivalent and two or more years of customer service or related work experience required. Good problem solving skills, ability to multi-task and meet deadlines. Spanish speaking skills a plus. Ability to work in a busy environment while serving a diverse population. CPR, First Aid/AED certification within six months of hire. A successful criminal background check is required.

Positions may serve different Palatine Park District locations. Various days and hours including weekends. Some shifts will work late evenings.

Apply online at [PalatineParks.org](http://PalatineParks.org) under the Job tab Part-Time.

**Closing Date:** Until Filled

**Starting Rate:** \$9.00 - \$10.00 per hour (depending on experience)

The Palatine Park District is an Equal Opportunity and Reasonable Accommodation Employer