

Recreation Receptionist – Part-Time

Department: Recreation

Reports to Superintendent of Recreation

Qualifications: Excellent communication, organizational and customer service skills.

Knowledge of computers and software applications, data management, attention to detail and accuracy.

Schedule: Summer Seasonal M-TH 3pm-7pm Fridays 3pm-6pm.

Hourly rate: \$12.00/hr.

Applications: Available at Veterans Memorial Arena, Blackwell Administration Building or online at www.pekinparkdistrict.org/contact/jobs

A Pekin Park District Employment Application must be completely filled out to be considered for employment.

Deadline: Open until filled.

Pekin Park District
Recreation Department
1701 Court Street
Pekin, IL 61554
(309)347-7275

It is the policy of the Pekin Park District to provide equal employment opportunities to all qualified employees and applicants for employment without regard to race, color, religion, sex, national origin, ancestry, or physical or mental handicap.

