



Job Vacancy Notice

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| Department: | Recreation |
| Position: | Part-time Receptionist |
| 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: | 2-4 weekdays per week during office hours of 9a - 7p. Shifts times may vary A few weekends may be required. |
| Hourly Rate: | \$15.00/hr. |
| Applications: | Available at Veterans Memorial Arena, Blackwell Administration Building or online at www.pekinparkdistrict.org/jobs.html . A Pekin Park District Employment Application must be completely filled out to be considered for employment. |
| Deadline: | Open until filled |
| Application Material may be mailed to: | Pekin Park District Attn: Shawn Powers 1701 Court St. Pekin, IL 61554 |

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