

Johnny Appleseed Metropolitan Park District

Office Receptionist (Seasonal, Full-Time, Hourly Position)

Classification

The Seasonal Office Receptionist is assigned to work directly under the supervision of the Administrative Department, specifically the Office Manager and the Administrative Assistant.

Illustrative Duties

- 1) Greet Park guests that visit the Park Office and direct them to the appropriate department, if needed.
- 2) Will assist full-time staff in answering questions from the public either in-person, phone, or email.
- 3) Understanding of filing procedures and organizing files
- 4) Will assist with projects that may arise.
- 5) Will assist public with questions they may have as it regards to reservations, program registrations, or any other pertinent information they may request.
- 6) Follow policies and confidentiality to safeguard data and information.
- 7) Other duties as assigned.

Qualifications

- 1) Knowledge and experience with computers and computer programs, including the Microsoft Office Suite of programs.
- 2) Good work ethic, self-motivated, and arrives to work on time.
- 3) Ability to deal with the public in a professional and courteous manner.
- 4) Must be working toward a high school degree and/or higher education.

Special Requirements

- 1) Ability to write and speak the English language in a fluent and effective manner.
- 2) Attention to detail.
- 3) Work effectively with co-workers.
- 4) Understanding of Park District policies/procedures and rules/regulations.
- 5) Enjoy dealing with the public/volunteers and have an interest in parks and recreation.
- 6) Ability to adapt to changing conditions.

