



## **Registrar, Full-Time, IMRF (Pension)** Park Ridge Park District

**Contact Name:** Justin Schuring

**Contact E-mail:** jschuring@prparks.org

**Contact Phone:** 847-692-5136

**Closing Date:**

**Salary:** 19.00 - \$23.00 Hourly

### **Description:**

Description: The Park Ridge Park District is seeking a Registrar who will work at the Centennial Fitness Center. This position is responsible for a variety of customer service tasks including greeting and assisting customers, answering phones, channeling callers to appropriate staff members, cash control sheets, processing rentals, registrations, and memberships. Selected individual will assist in overseeing approximately twelve (12) part-time Office Assistants to ensure that our front-desk operations meet the established standard of customer service.

Qualifications: This position requires two to three years of customer service experience. Intermediate level written and verbal communication in the English language is required as well as knowledge of Microsoft Word and Excel. Knowledge of, or the capability to learn the RecTrac Registration System. Must be CPR/AED and first-aid certified or have the ability to become certified within 3 months of hiring.

Availability: We are seeking an applicant to work weekdays, Monday through Friday, 11:00am-7:00pm, 35 hours per week. Occasional early morning, evening or weekend work may be required

View Full Job Description and Apply:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=79941&clientkey=B0740028DEE3C448CF2AD769B3A4602A>