



## **Registrar**

### **Northwest Special Recreation Association**

**Contact Name:** Darleen Negrillo

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**Contact Phone:** 847-392-2848

**Closing Date:** 2023-03-19

**Salary:** \$18.00 - \$21.50 an hour

#### **Description:**

Northwest Special Recreation Association (NWSRA) enriches the lives of children and adults with disabilities as a partnership of 17 Park Districts located within the northwest suburbs of Chicago. NWSRA provides outstanding recreation opportunities for people with disabilities within our partner Park Districts through weekly programs, adult day programs (PURSUIT), special events, summer day camps and inclusion in Park District programs. NWSRA is a park district that serves individuals with disabilities.

NWSRA is looking for a Registrar to work at the NWSRA Administrative Office located at 3000 W Central Rd, Rolling Meadows, IL.

#### **Position Info:**

- Hiring Range is \$18.00 to \$21.50 an hour.
- This is a non-exempt position.
- Hours are Monday – Friday 8:30 am – 5:00 pm.

#### **Responsibilities Include:**

- Perform all registration functions for NWSRA programs and SLSF events
- Customer service functions over the phone, by email and in-person
- Process daily deposits, balance cash receipts and credit cards
- Process monthly payment plans
- Maintaining registration reports and documentation
- Open and close main office daily as scheduled

#### **Qualifications Include:**

- Graduate from high school or equivalent
- Two years' experience with varied office experience with general knowledge of office procedures and equipment
- Three to five years' experience with computer and Microsoft Office Suite and/or successful completion of computer course work

- Accurate and efficient data entry skills
- Demonstrate decision making skills, organizational skills and strong interpersonal skills

Benefit package:

- Health, Dental, Vision and Wellness benefits
- FSA plans
- IMRF Pension Plan
- 10 paid Holidays off a year
- Vacation, sick and personal days
- Life insurance provided by Association

To join the NWSRA Team, Apply at [www.NWSRA.org/jobs](http://www.NWSRA.org/jobs) or Contact Darleen Negrillo at [dnegrillo@nwsra.org](mailto:dnegrillo@nwsra.org) with questions.