



Office/Trip Coordinator

City of Palos Hills Resource and Recreation Department

Contact Name: Kristin Violante

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Contact Phone: 708-430-4500

Closing Date: 2024-06-21

Salary: \$37,000 - \$47,000

Description:

Overview

This position performs varied office duties in support of the Palos Hills Resource and Recreation Department, its programs, classes, activities and special events. This position is the registration coordinator for the department, and in this capacity will also serve as the first point of contact for participants and parents. This position also plans and leads seasonal adult trips. The individual in the position must be able to pay attention to detail; prioritize and meet deadlines; handle confidential matters accurately and discretely; and work independently with a high degree of accuracy and minimal supervision.

Hours: Can change but currently is 8:00 a.m. – 4:30 p.m.

Days: Monday through Friday with occasional weekends, depending on special events.

Probation Period: 6 months. Palos Hills is an At-Will Employer. Should the individual not accomplish the full knowledge of the position at this time, the individual may be terminated.

The position is full time with benefits including medical/dental insurance, IMRF and nine (9) holidays including New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving and the day after, Christmas Eve and Christmas Day. After working continuously for 1400 hours, employee receives two (2) personal days and one (1) floating day. The employee must reach his/her one year anniversary date to be eligible for one (1) week vacation and ten (10) sick days.

Requirements

At least an associate's degree preferred with any combination of education, training, and/or experience that would provide the required knowledge, skills and abilities. Minimum of two years experience in office management desired. Some experience with leading adult trips is also desired. Requires the ability to deal effectively with a diverse group of internal and external clients. Must be able to maintain confidential and privileged information. Proven ability to be proactive and deal with emergent issues, multiple projects and tasks simultaneously required. Must have the ability to accomplish duties with frequent interruptions and changes in priorities. Must submit to and pass an Illinois State Police Criminal Background check and possess a valid Illinois Driver's License.

Duties

- Provides administrative and program support for the Palos Hills Resource & Recreation Department.
- Maintains personnel records of all staff, instructors, volunteers and associates.
- Collaborates with the Commissioner to ensure the compliance with City policy and procedures.
- Assists in a variety of functions relating to the day-to-day operations of the department, its programs and special events.
- Office duties – i.e. answer phones, filing, data entry, and mailings. Order office supplies as needed.
- Process all purchase orders.
- Reconciliation of budget line items against accounts payable.
- Reconciling (banking out) of all cash receipts.
- Process all refunds and credits, tax letters.
- Assist and respond to questions and concerns by phone or walk-ins.
- Take registration, process enrollment, and distribute class rosters to instructors.
- Report preparation-includes but not limited to processing end of year reports for seasonal programs.
- File all incident/accident reports.
- Maintain vendor files.
- Process time sheets for all department and contract employees.
- Proofread all copy sent from the office including but not limited to flyers and Recreation brochure, checking for proper spelling and grammar.
- Direct janitorial staff of special needs, changes to or problems with the service.
- Assist other Department staff as needed or requested.
- Assist and work all Special Events or trips as assigned.
- Assist in set-up and break-down of the department with other staff.
- Assist and work four day Friendship Festival in July.
- Other duties as assigned.