



## Recreation Administration Carillon Lakes HOA

**Contact Name:** Cynthia Smith  
**Contact E-mail:** csmith@carillonlakeshoa.com  
**Contact Phone:** 815-577-6790  
**Closing Date:**  
**Salary:** \$50,000 - \$58,000

### **Description:**

Job Type: Full Time Recreation Administrative Position

Location: Crest Hill, Illinois

Job Description: Carillon Lakes is an active adult (55+) Community Association. We are looking for a highly organized and detail-oriented Resident Services Coordinator (RSC) to plan and execute programs which include recreational, social, fitness and travel designed to enrich the quality of life for the residents and to enhance the vibrancy of the community. Additionally, the RSC will keep our office running smoothly and efficiently. This is a great opportunity to assist the Association with diverse projects and provide general administrative support.

### Required Duties and Responsibilities:

- Plan and execute several trips and events monthly.
- Assists residents, visitors, and contractors in a courteous and professional manner.
- Excellent customer service to include communication and collaboration with other administrators, managers, and clients.
- Provides general assistant to CAM, staff, residents, and the Board with miscellaneous tasks as needed, including filling in for absent or vacationing staff members.
- Produce monthly newsletter.
- Manage Clubhouse facilities usage.
- Maintain and grow the fitness department.
- Provides administrative support, I.E., mail distribution, verbal and written communication, file maintenance, supplies, electronic databases, and other inventory controls.
- Assists with creation and revisions of forms and letters for the management office.
- Working knowledge of Association's Governing Documents, in particular Rules & Regulations and Architectural Guidelines.
- Performs other duties as assigned.
- Strong organizational skills – you must know how to keep organized and to determine which tasks are the most important daily.

- Proficient in Microsoft Office, Word, Excel, and Outlook
- Must be able to work well individually as well as part of a team.

**Qualifications:**

- 3 – 5 years of customer service, marketing, recreation or event planning experience required.
- Excellent communication skills are required.
- Detail oriented.
- Possess a high level of energy, initiative and cooperation.
- Exercise good judgement and discretion.
- Speak clearly and intelligently.
- Excellent phone and email etiquette required.
- Ability to deal with stress calmly.
- Ability to complete tasks with multiple interruptions.
- High school diploma or equivalent.

**We Offer:**

- A great working environment
- Set schedule Monday-Friday with occasional evening and weekends as events dictate.
- Simple IRA
- Health benefits