



## **Administrative Coordinator**

City of Palos Hills Resource and Recreation Department

**Contact Name:** Kristin Violante

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**Contact Phone:** 708-430-4500

**Closing Date:**

**Salary:** \$20-\$25/hr, depends on qualifications

### **Description:**

This position performs varied administrative 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 person also plans and leads adult trips for the Department. 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. Ideal candidate will be able to work in a team atmosphere and support co-workers as needed.

Monday-Friday, 8:00am - 4:30pm, with occasional weekend and weeknight hours. Position is full-time with benefits including medical/dental insurance, IMRF and 9 paid holiday.

At least an Associates Degree preferred with any combination of education, training, and/or experience that would provide the required knowledge, skills and abilities. Minimum of one year experience in office management 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.

No phone calls please