



## **Registrar**

### Lemont Park District

**Contact Name:** Lisa Dian  
**Contact E-mail:** [ldian@lemontparks.org](mailto:ldian@lemontparks.org)  
**Contact Phone:** 630-257-6787  
**Closing Date:**  
**Salary:** \$19.50 - \$26.45/Hour

#### **Description:**

**Job Title:** Registrar  
**Department:** Customer Service  
**Reports to:** Member Services Manager  
**FLSA:** Non-Exempt  
**Status:** Part-Time IMRF Hourly  
**Salary Range:** \$19.50-\$26.45

#### **Job Summary:**

The Registrar position is the main point person responsible for the District's registration system, which is currently RecTrac. The key role is software support, assistance, maintenance, and training. This person may be tasked with special reporting projects such as annual recreation, membership, or facility reports.

#### **Essential Job Functions and Responsibilities:**

- Serve as the RecTrac liaison between Lemont Park District and Vermont Systems or current Park and Recreation Software System. Coordinates any upgrades and scheduled maintenance.
- District's software trainer for all Full-Time Staff for the Parks and Recreation Software System.
- Responsible for addressing daily issues with users or staff, when necessary, this may include follow up by means of calls or reporting.
- Calendar and set timelines for all programming input.
- Proof and provide detailed feedback on the District's Guide on a seasonal basis.
- Develop, maintain, and present any technical process or procedure through a training program with documentation.
- Various reporting projects in the areas of finance, membership relations, reservations for rentals and other District related programming are required.
- Provide Annual District Program Analysis.
- Perform other duties as assigned.

**Job Qualifications:**

- High school diploma or equivalent required; associate's or bachelor's degree preferred.
- Minimum of one year of experience using RecTrac software or similar recreation management software required.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and other computer software applications.
- Demonstrated track record of learning new IT skills.
- Strong verbal and written communication skills with experience writing procedures, knowledge articles, support documentation and conducting training sessions.
- CPR/AED/First Aid certified within 90 days of hire.
- Ability to lift and/or move up to 50 lbs. with assistance.

**Work Environment:**

The physical demands of this position are minimal. Most of your job will be at a desk and takes place in a typical office environment. Perform hand and arm movements as when working on a computer keyboard or calculator. Reading handwritten information and writing legibly. Job may include lifting, twisting, bending, or squatting.

**What WE Offer - Part Time IMRF Benefits:**

- Pension Defined Benefit Plan (IMRF)
- Paid Leave
- PATH Wellness Incentive
- Free CORE Membership and discounts on other programs
- Fun and Educational Environment
- Flexible Schedules
- Lasting Friendships
- Skill Development
- Community Impact

**Please go to our website to apply:** <https://www.lemontparkdistrict.org/about/employment/>