



We're Hiring:

# Recreation Center Registration Assistant

The Downers Grove Park District is searching for: Recreation Center Registration Assistant



## OUR MISSION

Enriching our community through natural area preservation and exceptional recreation, parks, and facilities that inspire memorable experiences.



## OUR VISION

To be the community resource encouraging PLAY for L.I.F.E.

Leadership. Imagination. Fulfillment. Enjoyment



## OUR CULTURE

We believe in a culture where our team members are respected, valued and appreciated. Flexibility in one's life is understood and work-life balance is respected. Innovative thinking is expected and encouraged lacking fear of failure. It is understood that through hard work the organization is committed to assisting in career development. We believe success relates directly to intention, effort and progress.



## OUR CORE VALUES

- **PROFESSIONALISM**  
Committed to fostering a supportive culture that develops, empowers, respects and appreciates residents, volunteers, and staff.
- **INTEGRITY**  
Serving consistently, openly, and honestly.
- **SAFETY**  
Emphasizing a fun environment where residents and staff feel socially, emotionally, and physically secure.
- **AMBITION**  
Leaders in exploring and creating innovative opportunities based on evolving needs and trends.
- **RESPONSIBILITY**  
Preserving and maximizing community resources and partnerships through historical, environmental and fiscal stewardship.

Learn more about Downers Grove Park District at [www.dgparks.org](http://www.dgparks.org) ►

# Recreation Center Registration Assistant



## Why, you ask?

The Downers Grove Park District is seeking a detail oriented individual who is dependable and outgoing.



## The Position

The Registration Assistant position is a key first point of contact for our customers. Reporting to the Recreation Center Office Supervisor, this person will work very closely with the public, in person and on the phone, to ensure that all needs are being met.



## The Ideal Candidate

This team member should possess a positive attitude, effective communication skills, understanding and sensitivity to community needs, possess a team mentality, understand the value of work-life balance, be passionate in what they do, have the ability to embrace change and thrive in a fast-paced work environment.



## Work Environment/Physical Demands/Expected Hours of Work

This team member will operate in a dynamic professional environment in which innovative thinking towards achieving common success, while living up to the organization's values, is appreciated and expected. This team member will work 15-20 hours, should be flexible and able to work day, evening and weekend shifts.



## Preferred Education and Experience

It is felt that this position could be achieved from many different arenas of experience. Preference would include a minimum of one year of office experience, however the success of this position is in the person, their work ethic and their values. Rec Trac registration software experience and previous exposure to a park district operation is a plus.

## Salary

\$10.25/hour PLUS membership to the Fitness Center.

## Are we the right fit for you....?

Do our Mission, Vision, Values, and Culture fit your life style? Do you meet the competencies for this job and want to work with others who have the same values? If so, then we are where you belong. Come join us and let's enrich the community of Downers Grove together.



## How to Apply:

Applications are only accepted through our online jobs portal - create a profile and submit your application at [www.dgparks.org/jobs](http://www.dgparks.org/jobs)

▶ [Click here for the legal job description](#)