MOKENA
COMMUNITY PARK DISTRICT

The Customer Service Desk Associate position is performed on a permanent part-time basis. Generally, the workplace is moderate to fast paced. This position performs a wide variety of tasks serving as a receptionist, registrar, additionally providing secretarial and clerical support. Knowledge of basic computer skills is required. A full job description can be found at www.mokenapark.com.

Part-time and seasonal employees who average 8 hours or more per week will receive a free individual membership to the Oaks Recreation and Fitness Center. They or their eligible immediate family members will also be allowed to enroll in one (1) Park District ran recreation program in the fall and summer brochure and two (2) programs in the winter/spring brochure at no charge and are subject to the aforementioned conditions.

Hours: Varies Shifts Needed
Tuesdays & Wednesdays: 3:30-9:00pm
Fridays: 3-8pm
Saturdays: 11am-7pm
Sundays: 11am-5pm

Salary Range: $15.00-$16.00 per hour

The Mokena Community Park District is an equal opportunity employer.

Please submit cover letter and resume to:
Pam Krynski
pkrynski@mokenapark.com
(708)390-2346

Mokena Community Park District
10847 W. LaPorte Road
Mokena, IL 60448