



HAMPSHIRE TOWNSHIP PARK DISTRICT OFFICE COORDINATOR

The Hampshire Township Park District is a separate governing agency established for the purpose of providing parks, facilities, and recreational programs for the community. The Park District is responsible for the maintenance, operation, and administration of parks and park facilities under its jurisdiction, consisting of 36 square miles of Hampshire Township and a small portion of Rutland Township, located with Kane County. The Park District is seeking a part-time office coordinator. This professional, customer service representative will be on the "front line" to assist with registrations, phone calls, rentals, and other various office tasks such as website content management.

We are seeking a customer focused individual with strong interpersonal and communication skills; is dependable and on time; and with excellent problem-solving skills. Experience with computer software such as RecTrac, Rainout Line, Procure, Webinx is preferred. Must have high school diploma/GED and minimum of one year applicable experience. Associates degree in Communications, Marketing or related field required or equivalent experience.

Hours will be Monday-Thursday 9:00 am – 4:00 pm and Friday 9:00 am – Noon. Hourly rate is \$15.00-\$16.00, with participation in the Illinois Municipal Retirement Fund (IMRF). Apply by completing an application available on our website and send application and resume (if available) to patti@hampshireparkdistrict.org. This position remains open until filled.

We are an Equal Opportunity Employer.