



1000 W. Wood Street  
Bensenville, IL 60106  
Phone (630) 766-7015  
Fax (630) 766-9280

## **EMPLOYMENT OPPORTUNITY Front Desk/Assistant Event Coordinator**

**DUTIES AND ESSENTIAL JOB FUNCTIONS** include but are not limited to:

Answer phones and greet customers in a professional manner  
Provide facility tours to potential customers with a working knowledge of our operation  
Ability to create invoices; Collect and process payments for events  
Maintain accurate files and facility calendar of events  
Assume additional duties as required

**QUALIFICATIONS** include but are not limited to:

Must be 18 years old and have a high school diploma or equivalent  
Must have prior customer service experience  
Must be proficient in Outlook, Word, Publisher and Excel

**JOB STATUS:** Part time

**DEPARTMENT:**

**FLSA STATUS:** Non-Exempt

**SALARY:** \$8.25 - \$12.00 per hour based on experience

**HOURS:** Weekday & Weekend Shifts. Shifts and hours may vary based on facility needs.

**HOW TO APPLY:** Apply in person at White Pines Golf Club ó Banquet Office  
500 W. Jefferson Ave., Bensenville, IL 60106  
Monday ó Friday 9:00-5:00 & Saturday 9:00-3:00

*THE BENSENVILLE PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the Park District is governed on the basis of merit, competence and qualification and will not be influenced in any manner by race, age, color, sex, religion, veteran status, national origin, marital status, mental or physical disability or any other legally protected status.*