



Parks & Recreation Administrative Assistant

POSTED ON JUNE 4, 2024 AND WILL REMAIN OPEN UNTIL FILLED.

Overview:

The Village of Antioch is a community of approximately 15,000 people and is located on the Illinois-Wisconsin border halfway between Milwaukee and Chicago at the northwest corner of Lake County.

The Village of Antioch is seeking a qualified, and team-oriented applicant for the position of Administrative Assistant in the Parks Department. Under the supervision of the Director of Parks and Recreation, and/or the Program Manager, the Administrative Assistant is responsible for performing routine clerical, secretarial and administrative work.

The Administrative Assistant answers phones, receives the public and provides exceptional customer service. The position is accountable for processing program registrations and daily cash balancing, and assists the Parks Director with programs, events and activities. General duties will include providing information about parks events and programming, answering questions of the public, employees, citizens and others. The position receives registration forms for all parks programs and events, contacts instructors for each program before classes to confirm registrations, schedules park pavilion and pool rentals, processes paperwork such as registration forms, fees and proof of insurance, establishes monthly calendars to notify other departments of rentals and performs financial responsibilities including receiving cash from registration fees, park and pool rentals and tickets sales. Additional duties include assistance with Village events, and establishing and maintaining files for the department. The position may require a flexible schedule and the ability to work nights and weekends when assisting with events.

Qualified applicants will develop and maintain a positive community image, provide exceptional guest services, and maintain safe working conditions. Knowledge of community events and festivals, principles and methods of office management and standard office procedures is required.

Qualifications:

High school diploma or GED Equivalent required. Minimum one (1) year of schooling including secretarial courses and work-related experience required. Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills and abilities necessary to perform the essential job functions of this position.

Salary & Benefits:

The minimum hourly range is \$19.88 dependent on qualifications, and an excellent benefits package is available.

How to Apply:

Interested applicants should submit a completed application (available on our website); cover letter, resume and three work-related references to:

Village of Antioch
Attn: Lori Romine, Human Resources
874 Main St
Antioch, IL 60002
Or email to:
lromine@antioch.il.gov

Equal Opportunity Employer:

The Village of Antioch provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.