



# EMPLOYMENT OPPORTUNITY

## **Admissions Attendant - 18 yrs +**

**Location:** West Chicago Park District / Turtle Splash Water Park

**Start Date:** Now accepting applications- Interviews held Jan-Mar 2020. May 2020 start date

**Salary:** \$10.00 - \$11.00 per hour DOQ

**Contact:** Emma Plesnicar, [eplesnicar@we-goparks.org](mailto:eplesnicar@we-goparks.org)

### **General Description:**

The Admissions Attendant is responsible for providing excellent customer service to all patrons of Turtle Splash, greeting and servicing patrons, answering phone calls, processing Season Passes, daily admission and swim lessons, providing information regarding Park District programs, cleaning the admissions office and outside entrance and restrooms, etc. An Admission Attendant employed with the West Chicago Park District is responsible for the health, safety and welfare of those using the birthday party area. An Admission Attendant is responsible for following and carrying out all of the workplace expectations and policies of the West Chicago Park District.

### **Benefits:** (for active employees from June-August).

- Complimentary ARC Center fitness membership.
- Complimentary Turtle Splash Water Park splash pass.

### **Requirements:**

1. 18 years or older.
2. CPR/AED/First Aid certification.\*
3. Attend Admissions training\*
4. Attend Admissions shadowing\*
5. Attend New Employee Orientation\*
6. Must complete OSHA/ Fire Extinguisher training\*
7. Must have a valid driver's license and/or reliable transportation.
8. Ability to pass a background investigation.
9. Ability to respond appropriately to emergency situations.
10. Ability to speak Spanish in addition to English may be helpful, but not required.
11. Must be able to work May through September and be available to work shifts Sunday-Saturday between the hours of 9:30am and 8:30pm. Weekends and Holidays are mandatory. Summer availability must be known at the time of interview.

\*Training is provided by the West Chicago Park District upon hire.