



JOB OPPORTUNITY with the ALSIP PARK DISTRICT:

Building Attendant Position

Under the direct supervision of the Fitness Manager, the Building Attendant is responsible for the control, enforcement of rules, and supervision of the public in and around park district facilities.

QUALIFICATION

1. Minimum 17 years of age with preference given to High School graduates.
2. Must have had prior employment with a good employee record, in a related field a plus.

DUTIES AND RESPONSIBILITIES

1. Be responsible for equipment control in the gym.
2. Supervise entry/exit to the gym by utilizing computer skills.
3. Supervise and maintain order in the gym, seeing that all persons are given the opportunity to use the facility equally.
4. Enforce and follow all rules as established.
5. Report to the Fitness Manager with any problems caused by participants or instructors.
6. Keep facility clean, safe, and presentable to the public at all times.
7. Work at all times in a cooperative and assisting manner for the constant improve all aspects of the Alsip Park District, by preparing classrooms and maintaining their well-being. Practice positive communication skills with the public and staff.
8. Perform other related duties as assigned.

SCHEDULING AND PAY: This is a part-time non-exempt (hourly) position. Hours are created by the Fitness Manager, but can be any day of the week (Sunday-Saturday) within the hours of 6:30am to 10:30pm. However, this position will primarily work evenings and weekends. This position will begin as soon as possible. Starting hourly pay is \$11.00.

HOW TO APPLY: Visit us at www.alsipparks.org – click on “General Information”, then “Employment Opportunities”. Print out our application and submit by returning to the Apollo Recreation Center by hand or if you’d prefer, fill it out on your computer and email it to

Leslie-fit@alsipparks.org.