



## **Weekend Receptionist Job Posting**

The Community House is a 501(c)(3) nonprofit that serves as a gathering place for a wide variety of activities including youth programs, adult fitness activities, weddings and other celebrations, fundraising events, performances in our theater, and much more.

Our facilities include a theater, fitness center, gymnasium, and several multipurpose spaces in an historic and well-maintained building in the heart of Winnetka, listed on the National Register of Historic Places and surrounded by beautiful gardens and grounds.

The Weekend Receptionist provides customer service and handles administrative responsibilities, including:

- Greets and assists customers as needed, on the phone and in person
- Processes program and class registrations through recreation management software
- Assists in troubleshooting of office equipment as needed
- Provides support and customer service for special events
- Assists with projects and administrative tasks as assigned

### **Qualifications:**

- Outstanding customer service skills and attention to detail
- The ability to work independently, problem-solve, and perform in a fast-paced environment
- Knowledge of basic office procedures, experience in the use of computers and office equipment, and proficiency in Microsoft Office applications
- Previous experience in customer service preferred

This position is part-time and starts at \$13.50/hour. Hours are primarily Saturdays (full day or morning / afternoon shifts). Occasional opportunities may be available for additional hours on Saturday evenings, Sundays, or weekdays.

Send your resume or a completed application form (link below) to Patrice Eason, [patricee@mywch.org](mailto:patricee@mywch.org). Applications will be reviewed as they are received. A criminal background check will be required.

Application forms are available on our website:

<https://www.mycommunityhouse.org/employment>