



Employment Opportunity

Join Our Team!

The Freeport Park District is seeking a friendly, organized, and customer-focused Administrative Assistant to serve as the first point of contact for visitors, program participants, and community members. If you enjoy helping people, thrive in a fast-paced environment, and have strong organizational skills, we'd love to hear from you.

Our Mission

The mission of the Freeport Park District is to promote the use of recreation in generating an exciting, dynamic quality of life by providing the highest quality facilities and programs to meet the ever-changing needs and interests of all ages and abilities. The Park District will preserve and protect land and resources for the enrichment of the community and future generations.

Why Join Our Team?

- Meaningful Work – Your skills will directly support our mission by ensuring the smooth operation of our administrative office.
 - Supportive Workplace – Be part of a professional, community-focused team in a collaborative environment.
 - Competitive Benefits – Enjoy a competitive salary, health benefits, IMRF pension participation, and generous paid time off.
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What You'll Do:

As the face of the District, you'll play an important role in providing exceptional customer service while supporting the daily administrative operations that help our parks, recreation programs, and facilities run smoothly.

- Welcome and assist visitors, patrons, and vendors with professionalism and enthusiasm.
- Answer phones, emails, and in-person inquiries regarding parks, programs, facilities, and events.
- Process program registrations, facility reservations, memberships, and pass sales.
- Maintain cash drawers and process daily financial transactions accurately.
- Assist customers with registrations, refunds, and account management.
- Provide administrative support including data entry, filing, correspondence, records management, and office organization.
- Coordinate office supply inventory and incoming/outgoing mail.
- Assist with special events and provide support to other departments as needed.
- Help maintain a welcoming, professional front office environment.

What We're Looking For:

- High school diploma or equivalent required; associate degree preferred.
- Two or more years of administrative, clerical, customer service, or office experience.
- Excellent customer service and communication skills.
- Strong attention to detail and organizational abilities.
- Proficiency with Microsoft Office (Word, Excel, Outlook).
- Experience with recreation registration software (such as RecTrac) is a plus.
- Ability to multitask, prioritize work, and function effectively both independently and as part of a team.

Position Details:

- Schedule: Monday–Friday, 8:00 am – 5:00 pm (with one monthly evening board meeting).
- Pay Range: \$19-\$24 per hour, based on experience and qualifications.
- Location: Administration Office, 1122 S. Burchard Ave, Freeport, IL.

How to Apply:

Submit your resume, cover letter, and references to sbellows@freeportparkdistrict.org by July 10, 2026. Please include "Administrative Assistant Application" in the subject line.

Equal Opportunity Employer

At the Freeport Park District, we celebrate diversity and are committed to creating a welcoming environment for all employees. We encourage individuals of all backgrounds to apply.

Join Us Today!

Take the next step in your career and bring your expertise to an organization that values precision, professionalism, and community service.