



# LAKE COUNTY FOREST PRESERVES EMPLOYMENT OPPORTUNITIES

## CURRENTLY RECRUITING

### Visitor Services Assistant

**Temporary Position: 50 weeks**

**Hourly Rate: \$9.00-\$13.00/hr.**

**Location: Wauconda, IL**

**Application deadline: May 21, 2010**

Duties include: staffing the admission desk and museum store; conducting monthly and year end inventories in the museum store; assisting with product selection, purchasing, and arranging store displays; conducting visitor evaluations; assisting with the planning and staffing of facility rentals; assisting with the planning and staffing of special events, artist receptions and exhibit openings. The Visitor Services Assistant will be required to work weekends and some evenings. Additional information about the museum may be found at the website [www.lakecountydismuseum.org](http://www.lakecountydismuseum.org).

#### **EXPERIENCE:**

Qualified applicants should have experience in museum visitor services. This could include experience: handling cash transactions, retail experience, event planning, or conducting visitor evaluation. Candidates should possess the customer service and communication skills necessary to provide a positive experience for the public, even during hectic environments. Must possess valid driver's license.

#### **HOW TO APPLY AND APPLICATION DEADLINES:**

Interest in Forest Preserve employment can be indicated by submitting a resume or completed Forest Preserve employment application. Applications are available at [www.LCFPD.org](http://www.LCFPD.org) and Lake County Forest Preserve District, Human Resources Department, 2000 N. Milwaukee Avenue, Libertyville, IL 60048, 847/367-6640, and must be returned by May 21, 2010.

Applications are accepted only for posted positions. Complete a job interest card for other positions for which you are interested. The card will be kept on file for six months pending an opening, and will be mailed to you should an opening occur.

#### **LAKE COUNTY FOREST PRESERVE DISTRICT GENERAL INFORMATION:**

The Lake County Forest Preserve District was created in 1958 and provides over 27,900-acres in a county-wide system of natural, cultural and recreational resources. Governed under Illinois law as a special purpose unit of government, the mission of the Forest Preserve District is to preserve a dynamic and unique system of diverse natural and cultural resources, and to develop innovative educational, recreational and cultural opportunities of regional value, while exercising environmental and fiscal responsibility.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Date Posted: May 3, 2010

*Smoking is not permitted in our facilities.*

