



**Clark County Park District**  
**20482 N. Park Entrance Road, Marshall, IL 62441**

**Gate House Attendant**

**Summary:**

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The Gate House Attendant is responsible for assisting visitors, scheduling and making reservations, checking visitors in, phoning and mailing information to customers, handling cash and credit transactions, sales of miscellaneous items, and working with other team members to accomplish the Districts goal of Customer Satisfaction. The work pace is moderate to fast paced. This is a part time seasonal position, shift work with fluctuating hours with the possibility of up to 40 hours per week during the busy season. Weekend and Holiday availability is required.

**Qualifications:**

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- High school diploma or equivalent preferred but not mandatory.
- Must possess good basic math skills and the ability to organize paperwork.
- Fundamental computer knowledge is mandatory.
- Ability to work efficiently with frequent interruptions.
- Good communication skills and customer relations are a must.
- Valid Illinois Driver's License.
- Ability to work with others on a team in the Gate House and with Special Events as needed.

**Supervision:**

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The Gate House Attendant is directly responsible to the Office Book keeper and the Executive Director.

**Essential Functions:**

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1. Process reservations and assist office walk-in customers as needed.
2. Deliver messages to campers and staff.
3. Verify daily transactions with Office Manager.
4. File daily receipts, end of shift balancing receipts with report.
5. Assists in preparing daily deposits.
6. Work with large sums of cash and process daily transactions.
7. Maintaining files and reports as directed.
8. Responsible for keeping the gatehouse neat and tidy, light housekeeping is required.

9. Pull shelter signs and deliver to Campground Hosts (and Maintenance Staff) to post as needed.
10. Assisting with Special Events.
11. Possess knowledge of the Park.
12. Observe and obey all Safety Rules and Regulations, and strive to be an essential part of the Safety Team.
13. All other duties as assigned.

**Psychological, Physiological Environment, Cognitive Considerations:**

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- Must be able to work under pressure with frequent interruptions while meeting deadlines for various tasks.
- Must be able to resolve differences and problems with the public, vendors, and employees in a pleasant manner.
- Must be able to work Shift Work.
- Must be able to work at a computer for extended periods of time.
- Must be able to work in a small office environment.
- Worker must be able to stand for long periods of time.
- May be required to lift 10-15 lbs.
- Workers must be self-starters and capable of working without constant supervision.
- Must be able to work weekends and holidays.