

Bulls Sox Academy

Lisle Front Desk/Scheduling Desk

Job Description

Job Title: Lisle Front Desk/Scheduling Desk Attendant
Location: Bulls/ Sox Academy in Lisle
Days of Week: The Academy is open 7 days a week
Shifts: Shifts typically range from 5-8 hours/day

Summary of Position:

The Bulls/Sox Academy in Lisle has staffing both at the main Front Desk, and the Scheduling Desk located on the baseball turf. Duties may include, but are not limited to: customer service, answering phone calls, booking customers for appointments/camps, selling concession items, cleaning and organizing the desk areas, maintaining the cleanliness and overall appearance of the baseball turf, opening and closing responsibilities, and payment handling. Hours are flexible and range from 16-24 hours per week.

Duties:

- Answering customer phone calls
- Helping customers with questions regarding programming, pricing, etc.
- Setting up cages and the turf for rentals, lessons, camps, team rentals
- Database management
- Maintain cleanliness of the desk area when working
- Sell and record sales of concession items
- Promote programming, special offers, etc. with customers
- Perform additional operation tasks as assigned

Benefits:

- Excellent experience working on various projects within all aspects of the Bulls/Sox Academy
- First-hand experience with the inner workings and behind the scenes production of a youth sports facility
- Flexible hours

Qualifications:

- Must be willing to work on a flexible schedule
- Must be available to work nights and weekends
- Must have organizational skills
- Must enjoy working with public
- Good written and verbal skills
- Must be a self starter
- Must have a positive attitude

Reporting Supervisor:

Rick Knipfer, Director of Facilities and Administration