



Recreation Specialist: Youth, Camps and Special Events

Northbrook Park District

Contact Name: Mary Mucci

Contact E-mail: mmucci@nbparks.org

Contact Phone:

Closing Date:

Salary: 21.98 - 27.48 per hour DOQ

Description:

JOB STATUS: Full time **DIVISION:** Recreation **FSLA STATUS:** Non-Exempt **JOB**

LOCATION: Leisure Center

The Recreation Specialist is a full-time position that supports the Recreation Division as assigned in the implementation, management, and evaluation of programs including but not limited to: Before and after-school Adventure Campus programs, school day off programs, spring/holiday camps, summer camps, extended care, and assigned special events and programs. Hours are generally 9:30 am - 6 pm year-round, however, hours will fluctuate based on Recreation Division needs. Evening, weekend and/or holiday work will apply.

To view the job description, [click here](#).

Qualifications:

Bachelor's degree with major coursework in Recreation Management or related field, supplemented by one (1) year of experience in recreational programming.

Skills & Abilities

- Experience and interest in working with youth programming, families, and children.
- Strong written and verbal communication
- Collaboration and adaptability
- Ability to work independently, problem-solve, and efficiently attend to details.
- Proven record of providing quality customer service
- Ability to follow safety guidelines and exercise judgment in all aspects of responsibility.
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Publisher)
- CPR/AED Certification or ability to obtain within six (6) months of hire.
- Valid Illinois Driver's License

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to sit, stand, walk, bend, talk, and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required and include close vision and the ability to adjust focus.
- May occasionally lift and/or move up to 25 pounds; may infrequently lift and/or move objects 50 pounds or greater with staff assistance.

To apply, please complete a job application at: <https://nbparks.co/recreationspecialist>

Our Mission: To enhance our community by providing outstanding services, parks, and facilities through environmental, social, and financial stewardship.

Northbrook Park District is an Equal Opportunity Employer