



Recreation Assistant FT

Hickory Hills Park District

Contact Name: Jennifer Fullerton

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Closing Date: 2024-05-24

Salary: \$35,300-\$37,400

Description:

Are you seeking experience in all areas of recreation? Then Hickory Hills Park District is the right job for you. We are seeking an energetic, friendly, and fun Recreation Assistant. The Recreation Assistant is a full-time salary position working an average of 40-45 hours per week. Some nights, weekends and holiday hours are required. The person in this position is responsible for a wide scope of recreation activities including working with early childhood, youth, teens, adults and seniors at programs, special events, athletic leagues, facility related activities and concert concessions.

QUALIFICATIONS: Bachelor's Degree in Recreation or a related field. This is an entry level position. Experience is preferred in the field of recreation or related field. Summer park district jobs and internships can be considered experience. Candidate must also possess a valid Illinois driver's license. Single person lifting requirement of 50 pounds and capable of team lifting over 50 pounds. (tables, chairs, bases, etc.). Must be able to complete CPR/AED certification. Need to pass a pre-employment physical, drug test and criminal background check.

IMMEDIATE SUPERVISOR: Recreation Manager

ESSENTIAL FUNCTIONS: Knowledge and ability to assist in planning, organizing, or creating recreation programs. Assist and supervise recreation activities and athletic programs / leagues. Assist Recreation Manager on all special events. Responsible for organizing and overseeing summer concession duties for outdoor concerts. Hours need to be flexible. Assist in purchasing recreation supplies and equipment. Orientate new fitness members in workout facility. Follow good safety habits. Assist the Recreation Manager in the preparation of park brochures and confirmations. Be prepared to run programs in absence of staff. Keep Recreation Manager updated on registration two to three times a week. Promote volunteer opportunities at community events and fairs. Plan and coordinate all birthday parties at Krueger Park. Emergency substitute for preschool programs and various other programs. Assist Recreation Manager with maintaining a working relationship with government agencies and community groups.

MARGINAL FUNCTIONS: Adhere to all policies and procedures outlines in the safety manual and procedure manual. Attend park board meetings when necessary. Assist all employees of the district

as needed. Perform all other duties assigned by Recreation Manager. Promote leadership and professional growth among staff. Supervise volunteer's recruitment and recognition. Maintain an open-door policy with residents regarding their comments, complaints, and suggestions. Drive to various sites and facilities when needed.

PSYCHOLOGICAL CONSIDERATIONS: The Recreation Assistant may feel stress from being held responsible for quality recreational programs. The Recreation Assistant must resolve differences and problems that arise with patrons.

ENVIRONMENTAL CONSIDERATIONS: May be exposed to elements when driving to meetings or when assisting workers with outdoor functions. Other activities are performed indoors; these conditions include lighting and temperature.

COGNITIVE CONSIDERATIONS: The Recreation Assistant must exhibit good problem-solving ability and good judgement in keeping with the mission of the Park District. Needs ability to make difficult decisions. Must be able to supervise others and have good safety awareness.

BENEFITS: Health, Vision and Dental Insurance, PTO (Holidays/Vacation/Sick) and IMRF.

Submit resume to hHPD@sbcglobal.net or mail to 8047 W. 91st Place, Hickory Hills, IL 60457.