



## **Recreation Assistant- Part-Time**

Hanover Park Park District

**Contact Name:** Nicole Cox

**Contact E-mail:** [n.cox@hpparks.org](mailto:n.cox@hpparks.org)

**Contact Phone:**

**Closing Date:**

**Salary:** \$15/hr

### **Description:**

Recreation Assistant- Part-Time

Average 18 hours a week.

Responsible for assisting the Recreation Department with administrative support including coordination of programs, camps, reservations, clerical tasks, general office duties, and working programs/events. The Recreation Assistant will assist with community events, work a variety of programs and front desk. Due to events, the schedule is flexible when a week includes a night or weekend shift.

Candidates must have a valid driver's license and exemplary driving record. Minimum of high school diploma or equivalent. Minimum of 1 year in the parks and recreation field or similar experience. Bilingual preferred. Must be at least 21 years old. The candidate will be certified in CPR, AED & First Aid. Full job description available per request. Please submit a cover letter and resume via email to [n.cox@hpparks.org](mailto:n.cox@hpparks.org).