



Recreation Assistant- Part-Time

Hanover Park Park District

Contact Name: Nicole Cox
Contact E-mail: 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.