



Recreation Assistant (Full-Time, Non-Exempt)

Hickory Hills Park District

Contact Name: Jennifer Fullerton

Contact E-mail: hhpdp@sbcglobal.net

Contact Phone: 708-598-1233 Ext. 7

Closing Date: 2022-04-22

Salary: \$33,200

Description:

JOB TITLE: RECREATION ASSISTANT – FT

This is a newly added position to the park district. The Recreation Assistant is responsible for supervising a wide scope of recreation activities including, dance, preschool and special events. The Recreation Assistant is a full time, non-exempt, position working an average of 40-50 hours per week.

QUALIFICATIONS: B.A. or B.S. degree in Recreation or a related field and a minimum of one year of experience in the field of recreation or related field. 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.

IMMEDIATE SUPERVISOR: Business Manager

ESSENTIAL FUNCTIONS: Knowledge and ability to assist in planning, organizing, or creating recreation programs. Supervising Preschool, Dance and Splash Pad. Assist the recreation department with summer events. Responsible for organizing and overseeing dance, preschool, and Splash Pad. Hours need to be flexible. Evening, weekend, and holiday hours will be required. Prepare newsletters for preschool and various announcements for preschool and dance. Responsible for ordering costumes for dance. Responsible for coordinating dance ticket sales. Responsible for coordinating the dance recital and preschool farewell program and annual trip/event. Be prepared to run programs in absence of staff. Develop and supervise a broad program of social and educational activities. Plan appropriate activities to fill class time. Keep any records that are required such as attendance, accident, incident, child abuse reports. Secure necessary supplies to accomplish planned activities. Prepare annual progress report on each child for preschool. Communicate well with parents regarding any problems. Monitor activity on the splash pad and surrounding areas. Assist with maintenance of splash pad: check filters, check chlorine levels and other duties, Know how to shut down splash pad in case of emergency. Keep accurate records of any incidents.

MARGINAL FUNCTIONS: Adhere to all policies and procedures outlines in the safety manual and procedure manual. Keep class area orderly. Attend workshops to keep current on educational trends. Follow safety rules/procedures as outlined in the Safety Policy. Assist all employees of the district as needed. Promote leadership and professional growth among staff. Perform all other duties assigned by Business Manager. Maintain an open-door policy with residents regarding their comments, complaints, and suggestions.

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. Must be able to communicate well with parents and children. Must have good problem-solving skills.

ENVIRONMENTAL CONSIDERATIONS: Work performed indoors and outdoors, those considerations are lighting and temperature. Outdoor heat may be a factor. May be exposed to all weather conditions. 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. Must exercise good judgment in handling any problems that may arise in the classroom. Must be able to communicate on the child's level as well as the parent's level.

BENEFITS: Medical, dental, vision insurance including 75% of one dependent, life insurance, IMRF Pension, Vacation/Sick/Holidays/Personal.

To apply: send resume and cover letter to: hdpd@sbcglobal.net, Attn: Tammy Muth or mail or drop off at Hickory Hills Park District, 8047 W. 91st Place, Hickory Hills, IL 60457 or fax: 708-598-0084.