



Parks Event Specialist

Wheaton Park District

Contact Name:
Contact E-mail:
Contact Phone:
Closing Date:
Salary: \$19.00 - \$21.00

Description:

The Company:

The Wheaton Park District is one of the finest park systems in Illinois and has been recognized many times in the past 20 years. As part of our Parks and Planning department you will contribute to maintaining our beautiful parks and facilities throughout the district.

The Position:

What will you do?

Responsible for creating, producing, and installing all signs and banners for the District.

Lead the setup, staffing, and take down of District-wide special events, assist in construction projects and major repairs related to park and recreation facilities, grounds, and equipment.

Implement park development plans individually or as part of a crew.

Performs routine and preventive maintenance and repairs seasonally.

Why you should apply:

Park districts are all about leisure, recreation and conservation. If this interests you, we offer the following:

\$19.00 - \$21.00 per hour, DOQ

Health (HMO or PPO), with very low employee contribution for employee, spouse, and dependents.

100% employer paid dental insurance for employee, spouse, and dependents.

100% employer paid vision insurance for the employee.

100% employer paid life insurance at 1.5 times your annual salary.

Health insurance incentive up to \$4,500 per year.

FSA and Dependent Care pre-tax via payroll deduction.

Pension Plan through the Illinois Municipal Retirement Fund, including employer contributions.

Paid time off including 12 sick days per year, 12 vacation days, 2 personal days (pro-rated first year), 12 ½ holidays.

Free use of fitness center, two pools, golf, and entrance to Cosley Zoo to employees and family members eligible for insurance coverage.

Tuition Reimbursement, discounts on merchandise, professional memberships, and other voluntary benefits.

The Qualifications:

To be considered for this position, we are looking for:

Minimum of a high school graduate with at least two (2) years' experience in park maintenance, special event setup, sign and banner software, and or building construction.

Must have good communication, interpersonal, organizational, and time management skills and able to work calmly under pressure.

Must have and maintain a valid driver's license with acceptable driving record.

CPR/AED certified or obtain within one (1) year of employment.

Must be able to move objects weighing up to 50 lbs. and over 50 lbs. with assistance.

Must occasionally be able to access heights of up to 12 feet to hang signs/banners.

Must be able to handle all weather conditions while working outdoors

Monday - Friday, 7:00am - 3:00pm.

Expected to work Park District special events during the weekend and evenings as needed.

To apply for this position go to: <https://wheatonparkdistrict.clearcompany.com/careers/jobs/c4648230-39cf-f48c-3abb-713e6af49c2d/apply?source=2117886-CS-26822>

The Wheaton Park District is an equal opportunity employer. EOE/M/F/D/V