



Recreation Assistant (KP) Full Time

Hickory Hills Park District

Contact Name: Jennifer Fullerton

Contact E-mail: hhpd@sbcglobal.net

Contact Phone: 7085981233 ext 7

Closing Date: 2022-10-14

Salary: \$17 per hour

Description:

The Recreation Assistant is responsible for supervising a wide scope of recreation activities, special events, athletic programs / leagues, facility related programs and concert concessions. The Recreation Assistant is a full-time salary position working an average of 40-50 hours per week. Some nights and weekends required.

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. 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. Supervising the After School Program. 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. Evening, weekend and holiday hours will be required. Assist in purchasing recreation supplies and equipment. Orientate new fitness members in workout facility. Oversee flyers/ press releases for all upcoming programs & events. Responsible for ordering trophies / t-shirts for all programs. Responsible for all standings/website for leagues. 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. Organizing files for all programs/ special events. Creating new files for all athletic programs/leagues. Set-up calendar for all programs. Keep Recreation Manager updated on registration two to three times a week. Get volunteer coaches for athletic programs. Promote volunteer opportunities at community events and fairs. Confirm instructor / coaches before the start of the league or program. Prepare schedules / rules. Run league meetings and drafts. Plan and coordinate all birthday parties at Krueger Park. Attend conferences or training as needed. Have all volunteers fill out application & do all necessary background checks. Make sure outdoor boxes (Martin Park & Kasey Meadow Park) are stocked each week during the season. Keep boxes, garage & equipment room clean and organized. Deliver concert flyers to businesses and post them. Promote programs that need help (marquee, in-house flyers, press release & flyers to schools). First Aid Kits – Keep stocked & ready to hand out. 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 Insurance, PTO (Holidays/Vacation/Sick), IMRF.

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