



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

### **City of Woodstock**

**Contact Name:** Jill May

**Contact E-mail:** [jmay@woodstockil.gov](mailto:jmay@woodstockil.gov)

**Contact Phone:** 815-338-1172

**Closing Date:**

**Salary:** \$19.39/Hour

#### **Description:**

##### **Part-Time**

##### **Recreation Program Assistant - General**

The City of Woodstock is a charming historic community of 25,630, located 55 miles northwest of Chicago on Metra rail. Listed on the National Register of Historic Places, Woodstock is a community unlike any other boasting historic 19th century buildings, dining, entertainment, accommodations, specialty shops, professional services, art galleries, and live theater. The City employs approximately 345 (full-time, part-time, limited part-time and seasonal) employees in a variety of departments within the organization, such as Office of the City Manager, Building & Planning, Economic Development, Engineering, Finance, Human Resources, Information Technology, Marketing & Communications, Opera House, Police, Public Library, Public Works, and Recreation. Our employees work to serve the residents with responsive customer service and strive to make the City of Woodstock the best community it can be.

The City of Woodstock is pleased to be recruiting for a new position with the Woodstock Recreation Department: **Recreation Program Assistant - General**. The details are noted below:

#### **Position Summary:**

This position is responsible to provide general programming operational support to the Woodstock Recreation Department. This position is responsible for planning, supervising, and preparing all general programs and special events offered by the Department; including youth, adult, early childhood, and Playground Program (PGPG) offerings.

#### **Minimum Required Qualifications:**

- High school diploma/equivalent
- Minimum of one (1) year previous general recreation programming experience.
- 18 years of age and older.
- Valid Illinois driver's license with a good driving record.
- Ability to work flexible hours during day time, evenings, and weekends.

#### **Preferred Qualifications:**

- Associates Degree in Education or Parks & Recreation

*Please refer to the attached Job Description for the Required Job Competencies which are also detailed.*

**Salary & Benefits**

The positions is a part-time, non-exempt/hourly position with a starting rate of pay of \$19.39 and will work no more than an average of 28 hours per week. Benefits include IMRF pension, choice of two (2) optional employee paid vision insurance plans, 30 hours of personal time each January 1st - prorated based on start date and a free Woodstock Recreation Center membership.

**Deadline**

Open until filled.

*The City reserves the right to select only the most qualified applicants for an interview. The City of Woodstock is an Equal Opportunity Employer.*