# Recreation Assistant
## Hickory Hills Park District

**Contact Name:** Tammy Muth
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**Closing Date:** 2025-04-30
**Salary:** 38,000 - 40,000

**Description:**
**Job Title:** Recreation Assistant CN

**Job Type:** Full-Time, Non-Exempt

**Hours:** Average of 40 hours per week, including nontraditional hours such as nights and weekends.

**Job Summary:** The Recreation Assistant is accountable for the development and success of the early childhood programs which includes preschool and summer camp for 3–5-year-old, performing arts program (dance) and facility management of the Cynthia Neal Recreation Center and splash pad.

**QUALIFICATIONS:**
Degree in Park and Recreation or a related field.  Minimum of one year of park and recreation experience.
Rec Trac Experience a Plus
Must be able to complete CPR/AED certification (course provided by district)
Food Sanitation Course (course provided by district)

**IMMEDIATE SUPERVISOR:**

Business Manager

**ESSENTIAL FUNCTIONS:**

Knowledge and ability to plan, organize, and create recreation programs.
Assist the district with special events.
· Develop and supervise early childhood programs, including Little Rascals and Preschool.
· Develop a comprehensive communication system with participant guardians/parents to share information, communicate behavioral issues and share park district age-appropriate events.
· Create a dynamic preschool program that includes farewell program and annual trip/event.
· Work with preschool instructors to prepare an appropriate play-based curriculum.

- Organized record keeping and data management.
- Prepare annual progress reports on each child for preschool.
- Be prepared to run programs in absence of staff.
- Secure necessary supplies to accomplish planned activities.

Accountable on the development and advancement of a Fine Arts program that includes introduction to dance through competitive dance program
- Announcement to parents written or email.
- Responsible for the coordination of dance competitions, end of year recital which include all aspect of the program development (costumes, music, ticket sales, secure venue, show management)
- Organized record keeping and data management.
- Be prepared to run programs in absence of staff.

Facility Management of the Cynthina Neal Center
- Hire, train and supervise Splash Pad / Building Supervisors
- Monitor activity on the splash pad and surrounding areas.
- Knowledge of Splash Pad operations and maintenance

Hours need to be flexible. Evening, weekend and holiday hours will be required.

**MARGINAL FUNCTIONS:**

- Adhere to all policies and procedures outlined in the safety manual and procedure manual.
- 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
- 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.