



Recreation Assistant (Part Time, IMRF)

Des Plaines Park District

Contact Name: Nicole Dale

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Closing Date:

Salary: \$20.00 / hour

Description:

To Apply, please visit dpparks.org and click on the Jobs link.

ABOUT US: The Des Plaines Park District, established in 1919, features more than 50 parks and facilities. As an Illinois Distinguished Accredited Agency, we service a culturally diverse and growing community with hundreds of affordable recreational and educational programs, classes, and events for kids, teens, adults, and families each season. "Enriching Lives Everyday" is our vision and our constant goal.

JOB IDENTIFICATION

Job Title: Recreation Assistant, IMRF

Grade: VI, starting at \$20.00/hour

FLSA: Non-Exempt

Department: Recreation

SUPERVISORY RELATIONSHIPS

Reports to: Recreation Supervisor

Supervises: Part-time summer camp staff, preschool staff, program staff

BASIC FUNCTION

Assist the Recreation Department in the daily operations of programs and operations. Including but not limited to: program planning and implementation, registration and customer service, staff training and management, and participants' safety and behavior management. This position may make decisions if necessary in the absence of the Recreation Supervisor, after consulting with the Assistant Superintendent of Recreation. The position will consist of a variety of hours and days, typically between 8:30 a.m.–5:00 pm (Sept–May) and between 7:00 am–6:00 pm (June–August); Monday–Friday, averaging 30 hours per week year-round, summer may require more. Hours not to exceed 1,450/year. Weekend hours required as needed for early childhood programs and/or other recreational events.

ESSENTIAL DUTIES

Camp

1. Assist with new season camp program planning in March, April, and May.
2. Schedule all camp program field trips.
3. Arrangement of vehicle use, bus charter, and DPPD vans.
4. Assist in the preparation, design, and implementation of in-service training.
5. Assist in the oversight of the annual set-up and clean-up of the camp buildings.
6. Uniform ordering and distribution for staff (shirt & nametags).
7. Organization of Camp Specific binders, tablets at the start and end of camp programming; Participation Binder, Site Binder, Master Binder, and Board Policy Binder.
8. Direct supervision of 2 camps (Camp Discovery & West Park).
9. Completion of all general weekly paperwork, sign-in/out sheets, counselor groups, and rosters routine for Friday closed registration dates, with information from the RecTrac Registration System and ePact, for binder and tablet updates.
10. Responsible for the overall organization and distribution of the day camp registration and medical forms for participants through ePact.
11. Maintain an inventory of camp equipment and supplies.
12. Submit written reports- accident reports, purchase orders, supply requests, staff and program evaluations, conduct reports, write-ups, and other paperwork as required.
13. Meet with the Recreation Supervisor and Camp Directors to keep the lines of communication open.
14. Maintain first aid kits at all program sites and render basic first aid as required.
15. Daily driving to off-sites to check on camping programming and needed materials.

Preschool/Early Childhood

1. Primary substitute in classrooms for Directors and Aides, as needed.
2. Assist with the transition of students at the beginning of the year.
3. Conduct tours and disseminate information to prospective families. May include attendance at outside community-related functions.
4. Maintain rosters and sign-in sheets.
5. Assist with planning and implementing related events and seasonal programming.

Recreation Department

1. Responsible for promoting camp and preschool programs, early childhood programs, events, and developing positive public relations.
2. Inform all staff of any changes in policy, procedures, or rules handed down by supervisors.
3. Plan, budget, schedule, staff, and implement early childhood programming, including seasonal brochure submission.
4. Complete monthly and seasonal reports.
5. Assist with all seasonal staff recruiting.
6. Attend monthly department meetings, as requested.
7. Assist Recreation staff with projects as assigned.
8. Coordinate staff to direct patrons in the event of an emergency, such as severe weather or fire.
9. Follow all safety policies and procedures as outlined in the Park District Safety and Crisis Manuals.
10. Perform additional duties as assigned.

POSITION QUALIFICATIONS

Education: Bachelor's degree in Recreation or Education (completed or in progress) or related experience.

Experience: Leadership experience.

Skill and experience in group dynamics, communications, administrations, youth development, and outdoor related activities ranging from 2 years old to -14 years old

Previous camp and/or preschool experience is mandatory, with at least 2 years of service as either a Camp Director or Coordinator, and/or preschool lead teacher or director. Experience with behavioral management preferred.

Certifications: Valid Driver's License, Safe Driver Check, Defensive Driving Training, *personal car use will be reimbursed for mileage. All accidents or incidents while*

working for the Des Plaines Park District will be the sole responsibility of the driver.

CPR and First Aid Certification, *Classes available through the Park District upon hire.*

PERKS & BENEFITS: PART TIME STAFF - IMRF

- IMRF Defined Benefit Pension
- Personal time
- All recreational and revenue facilities at no charge during active employment, including dependents
- Rent meeting/party spaces for 75% off the resident rate; revenue facilities will be at a 25% discount
- No charge for general programs/pre-registration (some exclusions apply)
- 50% discount on camps/leader programs at resident rates, does not include trips/contractual programs.
- Purchase Pro Shop supplies at Lake Park at cost plus 10%
- Contractual classes/programs at a discounted rate
- 25% discount for Personal Training sessions
- 25% discount on Artistry In Motion, Jr. Warrior Basketball, Lady Warrior Basketball, and Warrior Swim team.
- Special Events free with preregistration. Ticketing for attendance as required.