



## **Part-Time Recreation Assistant**

### **Village of Richton Park**

**Contact Name:** Dawn Davis

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**Contact Phone:** 708-481-8950

**Closing Date:**

**Salary:** 15.00 per hour

#### **Description:**

##### **Position Summary**

If you're enthusiastic about community engagement, enjoy an active role, and want to be part of a team that values fun, safety, and service, this is the perfect opportunity for you.

Join our team as a Recreation Assistant, a dynamic role that supports a variety of recreational sports, events, and community programs designed to enrich lives and bring people together.

You'll play a key role in event planning, program support, and daily operations. This is a great opportunity for individuals who enjoy active work, value teamwork, and want to be part of something meaningful. **Flexible hours (25–28 per week). Monday through Friday flexible schedule; various weekend hours as scheduled**

#### **Primary Responsibilities**

- Support and assist with the daily operations of recreational programs, events, and sports leagues
- Assist with the supervision of participants to ensure safe and positive experiences
- Set up and take down equipment and materials before and after programs and events
- Maintain and manage recreation supplies and equipment inventory
- Build strong relationships with schools, agencies, and community organizations
- Help promote programs through flyers, events, and community outreach
- Assist with indoor and outdoor facility rentals
- Ensure facilities are clean, secure, and ready for use
- Collaborate effectively with coworkers and the public
- Perform other duties as assigned to support recreation initiatives

#### **Qualifications**

- Professionalism and reliability
- Attention to detail and organization
- Strong interpersonal and communication skills
- Ability to work independently and as part of a team
- Problem-solving and conflict resolution skills

**Why You'll Love It Here:**

- Friendly and Supportive team environment
- Discounted Programs
- 1 Complimentary Indoor or Outdoor Rental each year

**Supervision Received**

Reports to the Parks & Rec Director

**Necessary Special Requirements**

Valid driver's license; ability to pass a drug screen, physical, and background check.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move 50 pounds or more.

**To apply, please visit our website [www.richtonpark.org](http://www.richtonpark.org)**