

## Job Description

**Job Title:** Recreation Assistant  
**Function:** Seasonal Part Time  
**Supervisor:** Recreation Program Manager  
**Employee Status:** Part Time Non Union  
**FLSA Category:** Non Exempt Hourly  
**Supervises:** Seasonal Part Time Staff  
**Wage:**

### Job Description:

The Recreation Assistant will assist the Recreation Program Manager in planning and managing for recreation programs, tournaments, and marketing. The Recreation Assistant will help coordinate sports programs, special events and volunteer projects, and assist in program services. This includes the supervision of all assigned personnel. Work is performed under the direction of the Recreation Program Manager.

### Desired Qualifications, Skills, and Abilities:

- High School Degree and a minimum of two years college experience are preferred.
- Experience in a supervisory capacity in the following or related fields is preferred.
  - Communication skills
  - Public recreation programming
  - Supervisory Skills
- Ability to communicate effectively orally and in writing
- Ability to project a positive, consistent park district image
- Ability to participate in the program services team
- Knowledge and ability to use computer systems and software including Microsoft Office products.
- Ability to compile information, prepare reports and correspondence.
- Ability to work individually and as a team.
- Work effectively with the general public, cooperating agencies and Park District employees.
- Ability to effectively manage the day to day operation of Park District Programs and events
- Ability to effectively supervise staff in a public recreational setting
- Ability to assist in several programs at the same time
- Must have a valid drivers license.
- Must be willing to work evenings and some weekends

**Recreation**

- Assists with special events and recreation programs.
- Assists with Baseball program, T-ball, girls softball, and adult programs
- Assists with youth soccer and tennis programs
- Assists with all other sports programs
- Assists in training of all seasonal staff
- Supervise all assigned personnel
- Assists in hiring of seasonal staff for all assigned personnel
- Assists in the preparation and transmission of records and reports concerning program activities and attendance.
- Assist in acquiring photos and programs and facilities

**Reports**

- Reports any injury/accident reports to recreation program manager
- Communicates with Recreation Program Manager on any rainouts

**Physical Requirements**

- Sitting, Walking, Standing as needed to perform required job functions.
- Subject to indoor and outdoor environmental conditions.
- Ability to lift light to moderate objects.
- Ability to drive motor vehicles.