



EMPLOYMENT OPPORTUNITY

Recreation Attendant Lead

Location: West Chicago Park District – ARC Center, Zone 250, and Turtle Splash Water Park

Start Date: Open Until Filled

Salary: \$15.00+ DOQ

Contact: Taylor Hutton, Recreation Supervisor (E: thutton@we-goparks.org, Ph: 630-231-9474 x106)

General Description:

Do you want to make a positive and fun impact to a great community? As a Recreation Attendant Lead, you will engage with a wide array of Rentals, Athletic Leagues, and Concessions.

Under the direction and supervision of the Recreation Supervisor, the Recreation Attendant Lead will act as the supervisor on duty, responsible for monitoring athletic programs, birthday parties, special events, and rentals with alcohol permits as well as operating the Concession Stand at Reed-Kepler Park. Duties include but are not limited to equipment set-up, monitoring safe and proper activity, ensuring good sportsmanship, responding to patron concerns and questions, and managing and reporting accidents.

Applicant must be self-motivated, work with minimal supervision, and present a positive attitude. Recreation Attendant Leads may work a varied schedule depending on the season, and may include a variety of day, evening, and weekend hours.

Benefits:

- Complimentary ARC Center Fitness Membership
- Complimentary Turtle Splash Water Park Splash Pass (June-August)

Qualifications

- Minimum Age: 21
- CPR/AED/First Aid Certification or Willingness to Obtain (Provided by West Chicago Park District)
- Must be able to Work on Own without Direction
- Must have Valid Driver's License and Reliable Transportation
- Must be able to Work a Flexible Schedule including Evenings, Weekends, and Holidays
- TIPS or BASSETT Certification Preferred

Essential Duties & Responsibilities

- Monitor Recreation Programs, Events, Rentals, and Facilities
- Operate Necessary Equipment for Athletic Programs
 - Basketball Hoops
 - Batting Cage
 - Volleyball Net
 - Scoreboard
- Set-Up and Take-Down Scorer's Table, Team Seating, and Spectator Seating
- Set-Up, Lead, and Clean-Up Birthday Party and Event Rental Rooms

- Periodically Monitor Facilities
- Open and Close Recreation Facilities
- Operate Concession Stand including Preparation, Cash Handling, and Inventorying Product
- Provide High Quality Customer Service in a Professional Manner
- Maintain Cleanliness of Facility by Working with Custodial Staff to Empty Garbage, Wipe Surfaces, Etc.
- Inform and Enforce Rental Policies and Procedures
- Manage and Provide Guidance to Recreation Attendants as Needed
- Complete Other Duties as Assigned by Recreation Supervisor

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.