

# EMPLOYMENT OPPORTUNITY



## Non-Exempt, Part-Time Recreation Attendant

**Location:** West Chicago Park District - ARC Center

**Department:** Recreation

**Salary Range:** \$15.00-\$17.00 per Hour

**Start Date:** Immediate

**Contact:** Taylor Hutton, Recreation Supervisor

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### General Description:

Do you want to make a positive and fun impact in a great community? As a Recreation Attendant, 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 is responsible for monitoring athletic programs, birthday parties, special events, and rentals as well as operating Core Concessions at Reed-Kepler Park. Duties include but are not limited to equipment set-up and clean-up, monitoring safe and proper activity, ensuring good sportsmanship, operating concessions, responding to patron concerns and questions, and managing and reporting accidents.

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

### Essential Duties & Responsibilities:

- Periodically monitor recreation programs, events, rentals, and facilities
- Operate necessary equipment for athletic programs including:
  - Basketball hoops
  - Batting cage
  - Volleyball nets
  - Scoreboard
  - Gym curtains
- Set-up and take-down scorer's table, team seating, and spectator seating
- Set-up, lead, and clean-up birthday parties
- Assist with event room rentals
- 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
- Must have ability to respond appropriately to emergency situations.
- Other duties as assigned by Recreation Supervisor

**Education & Qualifications:**

(\* - Training Provided by the West Chicago Park District Upon Hire)

- Minimum of at least sixteen (16) years of age
- Candidate must be CPR/AED/First Aid certified within six (6) months of hire\*
- Must be able to work independently with minimal direction
- Preference given to candidates with a valid IL Driver's License along with their own source of reliable transportation
- Must be able to pass background check.
- Must be able to work a flexible schedule including evenings, weekends, and holidays
- Weekend availability is required

**Benefits**

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

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, and effects of working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change: e.g., emergencies, rush jobs, changes in personnel, workload, technological development, etc.

To apply, please print a job application from our website: [www.we-goparks.org](http://www.we-goparks.org), email [thutton@we-goparks.org](mailto:thutton@we-goparks.org), or fax 630-231-2352.

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