

# Lan-Oak Park District



## Job Announcement

<b>Job Title:</b>	Facility Attendant	<b>Start Date:</b>	As soon as possible
<b>Department/Group:</b>	Recreation	<b>Hours:</b>	5-10 per week
<b>Location:</b>	Eisenhower Fitness & Community Center	<b>Hours of Work:</b>	Primarily weekends & evenings
<b>Level/Salary Range:</b>	\$ 8 per hour	<b>Position Type:</b>	Part-Time
<b>HR Contact:</b>	Sharon Desjardins	<b>Date Posted:</b>	January 16, 2020
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Posting Expires:</b>	When Filled

### Applications Accepted By:

#### IN-PERSON, FAX, EMAIL:

708-474-8520 (Fax)  
 2550 178<sup>th</sup> Street, Lansing (In-Person)  
[cwarren@lanoakparkdistrict.org](mailto:cwarren@lanoakparkdistrict.org)

#### MAIL:

Celestra Warren  
 Lan-Oak Park District  
 2550 178<sup>th</sup> Street  
 Lansing, Illinois 60438

### Job Description

#### ROLE AND RESPONSIBILITIES

- Knowledge of the various rules of each sport within the Park District.
- Knowledge of the preparation of all equipment used for each sports leagues.
- Operation of score clock.
- Preparation of sports scorebooks.
- Maintaining files and records of sports leagues.
- Perform all job task within the rules and guidelines of the safety program of the Park District.
- Ability to lift at least 50 pounds, bending, sitting, standing, and stooping for long periods.
- Be familiar with the correct procedures required for filling incident/accident reports. And all emergency procedures.
- Monitor room rental party
- Assist with takedown of party (tables and chairs, trash, etc.)
- Ability to enforce all rules and regulations set out by the park district.
- Must be available for all special events programming throughout the year.
- Must have the ability to work and deal with other people under stressful situations.