



JOB NOTICE

Recreation Assistant

\$15.50 per hour

Salary: Starting at \$15.50/per hour. This position offers a benefit package to include medical insurance, paid time off, retirement package with Illinois Municipal Fund.

Description: The Recreation Assistant of the Lan-Oak Park District is a pivotal member of our small team. This position provides the unique opportunity for a wealth of experience in all components of the recreation field. This position will assist the front desk, act as a direct line of communication with the residents of Lansing, teach various recreation/fitness programs, create new recreation programs, work closely with recreation supervisors with a variety of programming, special event, and maintenance assistance.

Desired Qualifications:

- Must be at least 21 years old to apply,
- Must have a high school diploma, some college preferred,
- Must pass CPR/First Aid Certification – provided by the Lan-Oak Park District,
- Must be able to participate in a variety of physical activities requiring energetic enthusiasm,
- Must possess good leadership abilities,
- Must demonstrate responsibility,
- Must demonstrates appropriate behavior at all times,
- Must exhibit the ability to work with minimal supervision with children ages 3-17 years of age, adults, and seniors,
- Must possess excellent character, integrity and adaptability,
- Must be available for immediate training,
- Must possess a working knowledge of Microsoft Office applications.

Preferred Qualifications: Knowledge/experience in an assortment of areas, including but not limited to office work, customer service, childcare, athletics, and special events. Must possess a valid driver's license, must pass a criminal background check and driver's abstract.

Hours of Work: Hours can range from 8:00 AM – 7:00 PM, Monday through Friday and would average 40 hours per week. Special events and instruction of programs may require weekend or evening hours.

Work Location: Office location - 2550 178th Street, Lansing, IL. May be assigned to work programs, events, etc. at various parks within community.

To apply, please visit Lan-Oak Park District, 2550 178th Street, Lansing, IL 60438 or download an application at www.lanoakparkdistrict.org

Closing date: When filled

Contact Name: Sharon Desjardins, Senior Superintendent

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