

Recreation Assistant

Salary: \$11-\$13 per hour

QUALIFICATIONS: High School Diploma and meet the minimum age requirements of 18 years of age. Knowledge and/or experience in special events and seniors. Individual must be flexible, enthusiastic, creative and a self-starter. Demonstrated passion for working with all age groups. Must be able to work well with others. Must have excellent communication skills, both written and oral and have the ability to multi-task. Candidate should possess strong leadership, organizational and problem-solving skills and good customer service.

DUTIES: Reports to the Manager of Recreation Programs, the Recreation Assistant is responsible for assisting with the development, coordination, implementation, promotion and evaluation of senior programs and trips and special events. In addition, this individual may be asked to assist with the front desk, fitness studio and/or recreation programming as needed.

WORK HOURS: This is a part-time, hourly position working 15-19 hours per week, not to exceed 1,000 hours annually. Must be flexible and available to work nights and weekends within job duties assigned.

Wood Dale Park District

Contact

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Closing Date

May 12, 2017