



Recreation Assistant Job Description

Under the direction of the Superintendent of Recreation, the Recreation Assistant will provide support for to the Recreation Department which includes managing programs and assisting with Day Camp and Special Events. This person will also be responsible for helping with marketing.

Qualifications:

- High School Diploma or GED
- Education in parks and recreation management preferred, but not required
- Valid Illinois Driver's License
- Basic understanding of park and recreation agencies

Duties and Responsibilities

- Attends to the daily operations of the recreation department including Day Camp
- Works all special events, including Concerts and Movies in the Park, Thunder Over Midlothian and Thunder on the Green.
- Determine whether recreation programs will run and notify the appropriate instructors.
- Assists with the management of social media and marketing
- Runs any additional errands as related to department needs. This many include purchasing supplies for programs and Day Camp.
- Assist other staff with programs and events.
- Serve as a substitute for employees when needed.
- Evening, weekend, and holiday hours will be required
- Must perform assigned tasks in a safe manor and follow safety policies and procedures.
- Other duties as assigned by the Superintendent of Recreation, Recreation Supervisor or the Executive Director.

Psychological Considerations

- May feel stress from being held responsible for quality recreational facilities.
- Must resolve differences and problems with patrons and staff.
- Must be able to deal with participants with all types of needs.
- Must be able to accept the responsibility of being the only employee in the building.

Physiological Considerations

- May encounter long periods of sitting, standing.
- May experience varying degrees of lighting and temperatures in various facilities and outdoors.
- May have to do moderate lifting of up to 50 pounds
- May have to work in all weather conditions

Department: Recreation
Reports to: Superintendent of Recreation/Recreation Supervisor
Pay Grade: Seasonal (30 – 35 hours per week)
Salary: \$11.00 - \$13.00 per hour