

EMPLOYMENT OPPORTUNITY



Non-Exempt, Part-Time Recreation Attendant Lead

Location: West Chicago Park District - ARC Center

Department: Recreation

Salary Range: \$16.00-\$18.00 per Hour

Start Date: Immediate

Contact: Taylor Hutton, Recreation Supervisor
(E: thutton@we-goparks.org; Ph: 630-231-9474 x106)

General Description:

Do you want to make a positive and fun impact in a great community? As a Recreation Attendant Lead, 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 Lead will act as the supervisor on duty, responsible for monitoring athletic programs, birthday parties, special events, and rentals, including events with alcohol, as well as operating Core Concessions at Reed-Kepler Park. Duties include but are not limited to equipment set-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 Attendant Leads 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
- Oversee event room rentals which may include alcohol and/or be outside of regular facility hours
- 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
- Oversee and provide guidance to Recreation Attendants

- 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 twenty-one (21) years of age.
- High school or equivalent work experience is required.
- Candidate must be CPR, AED, and First Aid certified within six (6) months of hire*
- Must be able to work independently without 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
- BASSETT Certification preferred or obtained within three (3) months of hire*

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, email thutton@we-goparks.org, or fax 630-231-2352.

The West Chicago Park District is an Equal Opportunity Employer