



## **JOB NOTICE**

### **Recreation Assistant**

**\$16.50 per hour**

**Salary:** Starting at \$16.50/per hour. This position offers a 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 a unique opportunity for a wealth of experience in all components of the recreation field. This position will assist the front desk, partner in maintaining the fitness center, act as a substitute in the preschool, publicize park district opportunities to the residents of Lansing, teach various recreation/fitness programs, create new recreation programs, work closely with recreation supervisors in a variety of programming, special events, 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 demonstrate 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 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 will average 20 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 the community.

To apply, please visit Lan-Oak Park District, 2550 178th Street, Lansing, IL 60438 or download an application at [www.lanoakparkdistrict.org](http://www.lanoakparkdistrict.org)

**Closing date:** When filled

**Contact Name:** Sharon Desjardins, Senior Superintendent

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