



2600 171st Street
Hazel Crest, IL 60429
Telephone (708) 335-1500
www.hazelcrestparks.org

Board of Commissioners

Phillip Wilkes
President

A. Michelle Hemp
Vice President

Philip Richardson
Commissioner

Ron Simon
Commissioner

Dionna White
Commissioner

LaQuita Bell
Board Secretary

Christopher A. Cole
Executive Director & Treasurer

OPEN POSITION

Recreation Assistant I
Seasonal Part-Time
(2 Positions Available)

Posting Date: June 5, 2026

Positions Open Until Filled

Compensation

\$15.00 - \$17.00 per hour (Depending on Qualifications)

Employment Term

Start Date: Saturday, August 15, 2026

End Date: Friday, May 28, 2027

Join Our Team!

The Hazel Crest Park District is seeking two (2) energetic, dependable, and community-focused individuals to serve as Recreation Assistants within the Recreation Department.

This seasonal part-time position provides direct support for recreation programs, youth activities, athletics, special events, front desk operations, and child care programs, including the After-School Program. Recreation Assistants play a vital role in creating a safe, engaging, and welcoming environment for program participants and families.

The Recreation Assistant reports directly to the Recreation Supervisor.

Position Summary

Under the direction of the Recreation Supervisor, the Recreation Assistant assists with the implementation and daily operation of recreation programs, events, customer service functions, and participant supervision.

This position regularly interacts with program participants, parents, community members, and staff and is expected to provide excellent customer service while maintaining a safe and positive environment.

Due to operational needs, Recreation Assistants may be assigned transportation responsibilities involving Park District vehicles and program participants.

Essential Duties and Responsibilities

Recreation Programs & Activities

- Assist with the implementation of recreation programs, athletics, camps, special events, and community activities.
- Provide supervision and engagement for program participants.
- Assist with setup, operation, and cleanup of programs and events.
- Maintain a safe, structured, and positive environment for participants.
- Assist with attendance tracking and participant accountability.

Child Care Programs

- Assist with the supervision of children enrolled in the Park District's After-School Program and other youth programs.
- Support recreational, educational, and enrichment activities.
- Monitor participant behavior and assist with enforcing program rules and expectations.
- Help ensure participant safety at all times.

Front Desk & Customer Service

- Provide excellent customer service to participants, parents, and community members.
- Answer telephones, respond to general inquiries, and assist patrons.
- Assist with program registrations and participant information.
- Support front desk operations as assigned.
- Maintain a professional and welcoming environment.

Transportation Responsibilities

- Safely transport program participants to and from program locations, activities, and field trips using Park District vehicles.
- Conduct vehicle inspections and follow transportation safety procedures.
- Maintain appropriate supervision and accountability of participants during transportation.
- Comply with all Park District transportation policies and procedures.

General Responsibilities

- Follow all Park District policies, procedures, and operational expectations.
- Assist with special events and community functions as assigned.
- Perform other duties as assigned.

Minimum Qualifications

- Must be at least 21 years of age.
- Valid Illinois Driver's License required.
- Must be eligible to operate Park District vehicles and transport program participants.
- High School Diploma or equivalent preferred.
- Previous experience working with children, recreation programs, athletics, camps, customer service, or related areas preferred.
- Ability to obtain and maintain CPR, AED, and First Aid certifications.
- Ability to successfully pass a criminal background check.

Knowledge, Skills, and Abilities

- Ability to work effectively with children, families, and members of the public.
- Strong communication and customer service skills.
- Ability to maintain a safe and positive environment.
- Ability to work independently and as part of a team.
- Ability to exercise sound judgment and maintain professionalism.
- Ability to safely operate Park District vehicles.
- Strong organizational and time management skills.

Schedule & Availability

This position primarily supports after-school programming, recreation activities, athletics, and special events.

Candidates must be available to work:

- Weekday afternoons and evenings
- Some weekends
- Special events
- School holidays and program days as assigned

Additional hours may be available based on departmental needs.

Employee Benefits

Seasonal part-time employees may be eligible for:

- Participation in IMRF if qualification thresholds are met
- Professional development and training opportunities
- Free Fitness Center Membership for employee plus one (1) additional person
- Valuable recreation, youth development, and customer service experience

How to Apply

Interested candidates should submit a completed employment application and resume to:

Submit via email to:

Yonetta Walker

Superintendent of Recreation

Hazel Crest Park District

ywalker@hazelcrestparks.org

OR

Submit in person:

Hazel Crest Park District Community Center

2600 171st Street

Hazel Crest, IL 60429

Equal Opportunity Employer

The Hazel Crest Park District is an Equal Opportunity Employer and encourages qualified individuals of all backgrounds to apply.