



2600 171<sup>st</sup> Street  
Hazel Crest, IL 60429  
Telephone (708) 335-1500  
[www.hazelcrestparks.org](http://www.hazelcrestparks.org)

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### **OPEN POSITION**

Job Title: **Recreation Assistant (Summer Season).**  
Department: Recreation.  
Classification: Seasonal/Temporary/PRN.  
Reports To: Yonetta Walker, Superintendent of Recreation.  
Compensation: \$15.00 to \$17.00 USD per hour; depending on qualifications and prior work experience.  
Availability: Must be available to work up to 30 hours per week. Including mostly weekdays, and some evenings, weekends, and holidays.  
Position(s): Twenty-five (25).  
Posting Date: 02-23-2026.  
Closing Date: 03-23-2026, or sooner if all positions are filled.  
Start Date: Most positions (20) will start on 06-01-2026; some positions (5) will start on 04-25-2026 for select internal applicants.  
End Date: 08-14-2026.

### **Summary**

The Recreation Assistant provides essential support for the daily operations of the Recreation department, including both administrative and programmatic functions. This position assists with community recreation programs, athletic programs, special events, and child care services such as the after-school program and summer camp.

The Recreation Assistant plays a key role in ensuring the success of Park District programs through dependable service, teamwork, and positive interactions with patrons of all ages. This non-supervisory, entry-level position within the department is ideal for individuals seeking hands-on experience in recreation programming.

**Essential Duties and Responsibilities** include the following. Includes other duties as assigned.

- Assist with the planning, organization, and delivery of recreation programs, special events, and community activities.
- Provide direct support for the Park District's child care programs, including the after-school program and summer camp; helping supervise participants, lead activities, and maintain a safe and engaging environment.
- Support front desk operations by greeting patrons, answering phones, providing information, and processing class and program registrations, fitness center memberships, and reservations of parks and facilities.

- Must be able to safely transport program participants to and from scheduled program locations, field trips, or activities using Park District vehicles, in compliance with all safety regulations and Park District policies. Employees assigned transportation duties must meet all applicable legal, licensing, and Park District insurance eligibility requirements.
- Assist with the setup, monitoring, and cleanup for programs, events, and daily activities.
- Maintain accurate records, participant forms, and reports as assigned.
- Monitor program areas to ensure participant safety and adherence to Park District policies and procedures.
- Provide general clerical support including filing, copying, and data entry.
- Assist with marketing materials, bulletin boards, and displays for upcoming programs and events.
- Maintain cleanliness and organization of program spaces, equipment, and supplies.
- Communicate effectively with participants, parents, coworkers, and management.
- Perform other duties as assigned by the Superintendent of Recreation.

### **Safety and Risk Management**

- Completes incident/accident report forms and promptly forwards them to the Superintendent of Recreation.

### **Supervisory Responsibilities**

- This is a non-management position with no supervisory responsibilities.

### **Availability Requirements**

- Must be available to work a flexible schedule, which may include daytime, evenings, weekends, and holidays.

### **Knowledge, Skills, and Abilities**

- Knowledge of basic recreation program principles, youth engagement techniques, and age-appropriate activity planning.
- Ability to work effectively with children, teens, and adults in a structured recreational setting.
- Ability to maintain a safe, positive, and inclusive environment for participants of diverse backgrounds and abilities.
- Strong interpersonal and communication skills, including the ability to interact professionally with parents, guardians, staff, and community members.
- Ability to follow verbal and written instructions and adhere to established policies and procedures.
- Ability to exercise sound judgement, remain calm under pressure, and respond appropriately in emergency situations.
- Ability to enforce rules and behavioral expectations consistently and respectfully.
- Ability to work both independently and collaboratively as part of a team.
- Basic organizational and time management skills, including the ability to manage multiple tasks.
- Basic computer proficiency, including familiarity with email, recreation software systems, or office software as assigned.
- Ability to perform administrative tasks such as process registrations, park and facility reservations, attendance tracking, data entry, and participation documentation.
- Ability to assist with setup, breakdown, and transport of program equipment and supplies.
- Physical ability to participate in recreational activities and lift up to 25 pounds.

- If assigned transportation duties: ability to safely operate Park District vehicles in compliance with all safety regulations and Park District policies.

## Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Safety and Security – Use good safety awareness, judgment and follow policies; reports potentially unsafe conditions; uses equipment, following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- Attendance/Punctuality – Demonstrate consistent attendance and on-time arrival.
- Dependability – Follow instructions and respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notifies appropriate person.
- Planning/Organizing – Prioritize and plan work activities and use time efficiently.
- Judgment – Exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.
- Professionalism – Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.
- Problem Solving – Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem-solving situations; and use reason even when dealing with emotional topics.
- Customer Service – Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to requests for service and assistance; and meet commitments.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; and remain open to others' ideas and tries new things. Must have ability to deal with people and patrons under stressful situations.
- Teamwork – Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- Verbal Communication – Listen and get clarification; and responds well to questions.
- Organizational Support – Follow policies and procedures.

## Qualifications

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must be at least 16 years of age or older.
- Must successfully pass a criminal background check in accordance with IL law.
- Employees assigned to operate Park District vehicles for the purpose of transporting program participants must:
  - Be at least 18 years of age in accordance with IL law.
  - Meet the Park District insurance eligibility standards, including minimum age requirements as determined by the Park District Risk Management Agency (PDRMA).
  - Possess a valid IL driver's license.
  - Maintain an acceptable motor vehicle record.
  - Successfully complete any required vehicle safety training(s).

- Strong customer service and communication skills.
- Ability to follow directions and work independently or as part of a team.
- Ability to interact professionally and positively with participants, staff, and the public.
- Must have reliable transportation to and from work on a daily basis.

### **Education and/or Experience**

- Prior experience in recreation, childcare, customer service, or a related field is preferred but not required.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of patrons or employees of the Park District.

### **Mathematical Skills**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of registration, word processing software and the Internet.

### **Certificates, Licenses, Registrations**

- CPR/First Aid certification required or ability to obtain within 30 days of hire.

### **Physical Demands**

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk and sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exposed to various outside weather conditions including hot temperatures, humidity and cold.
- The noise level in the work environment is usually moderate.

## **Benefits & Employee Privileges**

- Flexible work schedule.
- Free fitness center membership + one (1) additional person.

## **Application Process**

Interested candidates should complete an application and submit via email to Yonetta Walker, Superintendent of Recreation, at [ywalker@hazelcrestparks.org](mailto:ywalker@hazelcrestparks.org). Please submit all documents in PDF format. Completed applications can also be submitted in-person during regular business hours at the Hazel Crest Park District front desk, located at 2600 171<sup>st</sup> St., Hazel Crest, IL 60429.

**Deadline to Apply: Monday 03-23-2026.**

The Hazel Crest Park District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or any other protected status under applicable law.

Employment with the Hazel Crest Park District is at-will and may be terminated by either the employee or the Park District at any time, with or without cause or notice, subject to applicable law.