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### **Board of Commissioners**

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## **RECREATION COORDINATOR I (Summer 2024)**

Job Title: **Recreation Coordinator I.**  
Department: Recreation & Programs.  
Classification: Temporary.  
Reports To: Recreation Supervisor I.  
FLSA Status: Non-Exempt / Hourly.  
Compensation: \$15 per hour.  
Availability: Up to 20 hours per week. 11 weeks total. Some evenings and weekends required.  
Position(s): Ten (10).  
Posting Date: 03-01-2024.  
Closing Date: 04-30-2024.  
Start Date: 06-03-2024.  
End Date: 08-16-2024.

### **Summary**

The Recreation Coordinator is responsible for the organization, implementation, supervision, and evaluation of recreation programs for persons of all ages.

### **Essential Duties and Responsibilities**

- Supervises patrons' participation in Park District recreational programs, activities, trips, and special events.
- Active participation in programs as instructed.
- Conducts recreational programming at Park District's day camps.
- Gathers, loads, transports, and sets up equipment.
- Assists with patron transfers as necessary.
- Prepares for special events.
- Provides first-aid for patrons that may experience seizures or other medical conditions.

### **Safety and Risk Management**

- Maintains a working knowledge of all general Park District and department-specific safety rules.
- Reports any work-related injuries to supervisor promptly.
- Attends required safety program and in-service education meetings.
- Corrects unsafe conditions and/or reports them to supervisor.

- Uses material handling equipment or staff assistance when lifting and/or moving objects **50 pounds or heavier**.
- Addresses unsafe employee and/or patron behaviors by approaching, correcting, and coaching.
- Completes incident/accident report forms and promptly forwards them to supervisor.

## **Supervisory Responsibilities**

- No supervisory or managerial responsibilities.

## **Competencies**

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

- Safety and Security – Use good safety awareness, judgment and follow policies; report potentially unsafe conditions; use 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 notify 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 try 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 respond 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. The requirements are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must be at least sixteen (16) years of age.
  - Some specific position openings may have older age requirements.
- Must have reliable transportation to and from work.

## **Education and/or Experience**

- Previous related work or volunteer experience 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 correspondences and to speak effectively before groups of patrons or employees of organization. Sign language skills are desirable.

## **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 solve problems involving several concrete variables in standardized situations.

## **Computer Skills**

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

## **Certificates, Licenses, Registrations**

- Must have current CPR certification. Or must participate in CPR/AED/First Aid training provided by Park District.
- Must pass criminal background check.

## **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 50 pounds. The employee will assist patrons in moving, transferring and vehicle loading. The employee may occasionally need to perform physical patron-restraint techniques. 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.

While performing the duties of this job, the employee is exposed to various outside weather conditions including hot temperatures, humidity and cold. The noise level in the work environment is usually moderate.

### **Additional Benefits**

- Weekly pay.
- Free fitness center membership + one (1) additional person.

### **To Apply**

- Send an email to Christopher A. Cole, Executive Director, at [ccole@hazelcrestpark.org](mailto:ccole@hazelcrestpark.org) including **all** of the following:
  - Subject Line: "Recreation Coordinator I Application"
  - Email message (body):
    - Full name.
    - Date of birth.
    - Full address.
    - Phone number.
- Or applicants can complete an application in-person at the Hazel Crest Park District Community Center located at 2600 171<sup>st</sup> Street, Hazel Crest, IL 60429.