



2600 171<sup>st</sup> Street  
Hazel Crest, IL 60429  
Telephone (708) 335-1500  
info@hazelcrestpark.org

#### Board of Commissioners

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### **OPEN POSITION**

Job Title: **Recreation Coordinator I.**  
Department: Recreation.  
Classification: PRN/Seasonal/Temporary.  
Reports To: Athletic & Recreation Supervisors.  
Compensation: \$15.00 to \$18.00 USD per hour (Based on experience & qualifications).  
Availability: 20-30 hours per week. Weekday mornings & afternoons required.  
Some evenings and weekends are also required.  
Position(s): Fifteen (15).  
Posting Date: 03-28-2025.  
Closing Date: 04-25-2025.  
Start Date: 05-30-2025.  
End Date: 08-15-2025.

#### **Summary**

The Recreation Coordinator is responsible for coordinating and organizing athletic and recreational programs for patrons and residents of all ages.

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

- Develops, promotes, and supervises the children participants of the Park District's 2025 summer camp program.
- Introduces new program activities, equipment, and materials to staff.
- Works with Park District staff, SSSRA staff, or other professional personnel to integrate children participants with special needs into our summer camp program.
- Must be able to drive a vehicle to transport children participants to and from the Park District on a daily basis, and to monitor other recreational programs and activities throughout the program.
- Assists other employees with special tasks, as directed.
- Other duties as assigned.

#### **Safety and Risk Management**

- Completes incident/accident report forms and promptly forwards them to management.

#### **Supervisory Responsibilities**

- No supervisory 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; 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.

## Qualification

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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 18 years of age or older.
- Must have reliable transportation to and from work on a daily basis.

## Education and/or Experience

- Must have a high school diploma or G.E.D. equivalent.
- Must have at least 1-2 years of prior work experience in recreation programming for children, day or summer camp experience, childcare services, or a related field.

## 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**

A highly-qualified candidate for this position will be an individual with knowledge of database software; computer software; registration processing systems and word-processing software. Proficient knowledge of Microsoft Office Suite, including Word and Excel. Proficient knowledge of Google Suite, including G-mail, Google Calendar, and Google Documents.

## **Certificates, Licenses, Registrations**

A valid Illinois driver's license and ability to pass the defensive driving course.

## **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 for long periods of time, walk, and sit. The employee must occasionally lift and/or move up to 50 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.

- Exposed to various outside weather conditions including hot temperatures, humidity, and cold.
- The noise level in the work environment is typically moderate and associated with a traditional office environment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Employee Benefits & Privileges**

- Weekly pay on Fridays.
- Flexible weekly schedule.
- Free fitness center membership + one (1) additional person.

**To Apply**

- Submit a completed employment application and updated resume in-person at the Hazel Crest Park District front desk. Employment application can be retrieved from our front desk or downloaded on our website: [www.hazelcrestpark.org](http://www.hazelcrestpark.org) > Employment Opportunities.
- Submit a completed employment application and/or updated resume via email to LaQuita Bell, Executive Secretary, at [LBell@hazelcrestpark.org](mailto:LBell@hazelcrestpark.org).
  - Please put “Recreation Coordinator application” in the subject line.
  - Please attach both the completed employment application and resume in PDF format.