

Openings as of 01/31/2012

Position Type:

Parks and Recreation Facility Staff

**Closing Date:
02/29/2012**

**Date Posted:
01/31/2012**

Location: Village of Sauk Village

Division: Parks & Recreation
Reports to: Village Manager

Job Purpose:

The Part-Time Parks & Recreation staff is responsible for maintaining an inviting, positive, and safe environment during Parks & Recreation programs located within the Village of Sauk Villages. The Attendant is expected to be visible and present to open and secure designated entrance doors for program participants. The Parks & Recreation staff effectively communicates and enforces Park & Recreation rules, regulations, and policies to recreation program visitors and organizes responses to accidents and incidents.

Essential Functions

- Open, close, and secure door for program participants.
- Monitor Recreation programs
- Maintain a safe and secure environment for staff, patrons and participants by supplying supervision of recreation programs and events by maintaining a visible presence. Communicate and enforce Parks & Recreation rules and policies to participants and patrons.
- Provide excellent customer service and maintain a positive public image when working with patrons by addressing questions and concerns from staff, patrons, participants, and parents immediately.
- Report maintenance needs to supervisor of maintenance and custodial staff
- Clean facilities and pick up garbage from building as needed.
- Complete attendance reports, safety logs, accident and incident reports, discipline logs and report discipline issues to supervisor.
- Close and secure entrance doors at conclusion of program and ensure all participants and parents have exited the building.
- Follow and enforce all Sauk Village policies and procedures.

Additional Functions

- Occasionally assist with events and programs.
- Attend staff meetings and training programs as requested.
- Post and remove any flyers, brochures, signs, or other information as required by Parks and Recreation.
- Complete other duties as assigned

Knowledge, Skill, and Work Experience

- Must be at least 18 years of age.
- Successfully complete a criminal background check
- Must possess First Aid, CPR, and AED certification or willingness to obtain within 90 days of being hired.
- Must have the ability to solve problems as they arise and be able to perform tasks without supervision.
- Must be highly motivated and able to assume a positive and active role in the community center, even while working under potentially stressful conditions (hot or cold weather).
- Must have the ability to be firm with program participants and parents (both youth and adults) when necessary, enforce rules, and make sound decisions in order to secure the safety and well-being of all program participants and parents, facilities, and equipment.
- Must be able to complete required Parks & Recreation training.
- Experience working with youth, especially in a recreation setting, preferred.

Cognitive Considerations

- Ability to work independently without supervision.
- Ability to present ideas and recommendations in a concise manner.
- Ability to understand and carry out verbal and/or written instructions efficiently and effectively and to read and understand printed material.
- Ability to operate assigned equipment.
- Ability to effectively interact and communicate well with others.
- Ability to interpret and explain Parks & Recreation policies and procedures.
- Ability to follow safety guidelines and exercise judgment in all aspects of responsibility.
- Ability to resolve conflict safely, calmly and effectively.

Physical Considerations

Frequent walking, standing, reaching, bending, and typing.

Must be able to lift up to 50 lbs

Environmental Considerations

Will be exposed to occasional inclement weather including heat, humidity, cold, rain, snow, ice and wind.

Hours and Compensation

- 15 –20 hours per week. Work hours will vary by season. Monday through Friday and may include weekend hours during the day and/or evening and may vary weekly.
 - \$10.00-\$12.00 per hour based on experience
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