

# IRVSRA

Illinois River Valley Special Recreation Association  
A cooperative extension of Pekin and Fondulac Park Districts  
*Job Vacancy Notice*



**PEKIN PARK  
DISTRICT**



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**POSITION:** **IRVSRA Event Chaperone**

**Part-time seasonal (multiple 2022 openings)**

Start Date: ASAP

Hours vary: daytime, evenings, and weekends (**work the events that fit your schedule**)

Average: 5-12 hours a week

**REPORTS TO:** IRVSRA Director/Programs and Rental Coordinator

**QUALIFICATIONS:** Experience in working with children/adults with disabilities  
Facilitation of programs for children, camps, or schools  
Patience and flexibility  
Outgoing personality  
Comfortable driving a 14 passenger Minibus (Valid DL / no CDL required)  
Good physical condition, ability to lift 35 lbs.

**DUTIES:**

Facilitating a variety of IRVSRA programs (Day Program staff, socials, outings and special events). Your time involves being hands on at the events and programs setting up, ensuring IRVSRA policies and procedures are followed by all participants and staff, but most importantly chaperoning, guiding and sometimes planning activities. Ensuring safety while aiding and joining in on the fun.

Rental Assistant/Attendant: Open and Close Facility, monitor that the procedures and rental rules are being followed, turn on lights and equipment needed per rental contract, run systems and DJ if need be (on our system). Answer any questions customers may have, and make sure the space is cleared and cleaned at the end of the rental.

**RATE OF PAY:** \$12.00/hr

**DEADLINE:** April 1st, 2022

**APPLY ONLINE:**

<https://www.pekinparkdistrict.org/contact/jobs/employment-application/>

**TRADITIONAL APPLICATIONS:**

Applications can be picked up and/or delivered to IRVSRA at the IRVSRA Rec. Office, 1715 Dragon Drive, Pekin, IL 61554, 309-201-4005, [info@irvsra.org](mailto:info@irvsra.org), or downloaded from our website at <https://www.pekinparkdistrict.org/contact/jobs/>. Submit completed applications to the address above or email to [info@irvsra.org](mailto:info@irvsra.org).

*It is the policy of the Pekin Park District to provide equal employment opportunities to all qualified employees and applicants for employment, without regard to race, color, religion, sex, national origin, ancestry or physical or mental handicap.*



## Job Description



**Department:** Pekin Park Recreation Department (Special Rec.)  
**Job Title:** IRVSRA Event Chaperone  
**Supervision Designation:** IRVSRA Program Manager and/or IRVSRA Program Assistant

This position shall be responsible for the following:

1. Assist participants during IRVSRA events, programs, outings, etc.
2. Provide shuttle transportation from park locations to events locations.
3. Actively participating in orientations, trainings, and meetings as assigned.
4. Working as a team member to provide an exceptional Park Program experience for all participants.
5. Constant supervision of participants and volunteers in the program.
6. Assisting with event planning and preparation.
7. Guiding participants to full participation of activities with adaptations used on their individual needs.
8. Help participants with monetary choices about what they can and should afford while on the event/program.
9. Immediately alerting the Event Manager or IRVSRA Program Manager of any injuries, disciplinary problems, or special situation regarding participants.
10. Reporting property damage or unsafe conditions at all facilities to the IRVSRA Program Manager.
11. Returning the event location to prior state before event preparations took place.
12. Knowing the location of all your assigned participants at all times.
13. Greeting all participants at the start of each event.
14. Communicating clearly and courteously with staff, participants, guardians, and community members.
15. Setting a good example for all participants and conducting yourself in a friendly and professional manner at all times.
16. Creating and maintaining a safe, disciplined, and fun atmosphere for the participants.
17. Making recommendations throughout the program and submitting evaluations to the Program Manager at the end of the program.
18. The performance of other duties that may be assigned.
19. Many of our events and programs take place primarily in Pekin or East Peoria. Depending on event locations and which park district bus is used, Event Chaperones often start their hours at Pekin Park District or Fon du Lac Park District where they will pick up a MiniBus and then participants begin the shuttle process for their assigned event.
20. Insuring all Rental rules and regulations are followed by customers and party goers, help set up, clean up and open close facility for rentals.
21. Attend any and all trainings related to any IRVSRA Chaperone or Assistant positions.

