

Pekin Park District

Illinois River Valley Special Recreation Association

www.irvsra.org

Job Vacancy Notice



POSITION: **IRVSRA Office and Program Assistant**

Permanent part-time min 15 hours up to 28 hours per week

Office hours are 10 to 5 pm; weekends and evenings are dependent on event times or rental times as needed to cover vacation and or sick time(open availability a must)

REPORTS TO: IRVSRA Program Manager

QUALIFICATIONS: Experience in working with computers and registration software
Experience working with Individuals with Special needs
Patience and flexibility
Excellent organizational and communicative skills
Outgoing personality

DUTIES:

Chaperone: Oversee aftercare participants and cover reception duties, events, and rentals as needed. Facilitate various 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 and ensuring safety while aiding and joining in on the fun.

Rental Assistant/Attendant: Open and Close the 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 ensure the space is cleared and cleaned at the end of the rental.

Front Desk: Open and/or close the office; routine primary reception duties: answering phones, registering participants for events, cleaning the office, and any other duties assigned by management.

RATE OF PAY: \$15.00/hr

DEADLINE: March 31st, 2024

APPLY ONLINE:

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

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.