SANDWICH PARK DISTRICT 1001 N. Latham Street · Sandwich, Illinois 60548 · 815-786-8044

Job Posting

Full Time

Recreation Assistant/Marketing

The Sandwich Park District is taking applications for a 40 hour per week, Recreation Assistant/Marketing Position. Under the direction of the Executive Director and Recreation Manager, this individual will assist and administer a variety of recreation programs and sports for all ages, including assisting with the supervision of instructors, coaches, supervisors for facilities, referees, and umpires. This position will also manage all social media accounts and create all marketing material for the district.

Job duties include but are not limited to, assisting the Recreation Manager in administering and implementing of current and new programs, marketing and advertising of programs, assisting with grant writing, and assisting with over all promotion of Sandwich Park District Programs. The Recreation Assistant will be the onsite supervisor for sports programs as well as special events which are held on weekends and week nights.

While performing the duties of this job, the employee will be required to frequently walk, perform overhead work, bend stoop, and kneel. The employee must be able to lift, and carry up to 50 lbs. The employee will occasionally drive and use recreational equipment and vehicles. This position is required to work both inside and outside depending on the assignment. Employees in this position may be exposed to inclement weather, heat, cold, rain, snow, etc.

Wage range is $16.00-$20.00 per hour; must be able to work a flexible schedule. Average work days are Monday through Friday 9am-5pm with weekends required depending on the season. Applicant must be 18yrs. or older, and hold a valid driver's licenses, applicant must pass a standard background check. An Associate or Bachelor Degree in Recreation Management or related field, is desired but not required. Prior experience in recreation programming is also desired. Applicant must be certified in CPR, AED and First Aid from an accredited organization or able to obtain certification within a reasonable amount of time.
An application and full job description are available on our website at sandwichparkdistrict.org. You can drop off your application and resume at the David A. Francis Center. If you have any questions please call us at (815)786-8044 Monday-Friday 9am-3pm

11.13.26 Position posted until filled

SANDWICH PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER