8.7 Recreation Assistant/Marketing Full Time

Hours: 40 hours per week
Immediate Supervisor: Executive Director of Sandwich Park District
Wage Range: $16.00 - $20.00

Job Summary

- Responsible for assisting the Recreation Manager and Executive Director of Sandwich Park District in the development of programs and administration of personnel.
- Takes all directives from the Executive Director and Recreation Manager.
- Administers a variety of recreation programs and sports for all ages, including the supervision of instructors, coaches, supervisors for facilities, referees, umpires.

Job Duties

- Responsible for assisting the Recreation Manager in the administration of current programs and implementation of new sustainable programs.
- Attends and assists with special events and programs outside of a regular work week.
- Marketing and advertising of programs, and assist with budget preparation.
- Assistance in grant writing, public relations, and special projects.
- Involvement in playground/park activities and other programs assigned.
- Assist with overall promotion and marketing of the Sandwich Park District.
- Onsite Supervisor for all sport related functions which include weekend events and sports.

Job Specifications

- Experience in the field of Parks and Recreation is desired.
- Computer skills including, Microsoft Word, Excel, Publisher and internet proficiency required.
- Ability to lift 50 lbs., set-up/break down, load and unload equipment and supplies needed for programs.
- Good oral and written communication skills are essential.
- An understanding of sports and their operations is preferred.

Employment Standards

- An Associate or Bachelor Degree in Recreation Management or related field, is desired.
- Prior experience in recreation programming is also desired.
- Must have and maintain a valid driver's license and must pass a standard background check
- CPR/AED Certification is required within a 6-month period after hire.

Compensation negotiable based on qualifications.