

We're

HIRING



The Alsip Park District is seeking qualified individuals to apply for the Business Clerk Position. This is a part-time position working 20-24 hours/three (3) days per week under the direct supervision of the Business Manager. This position will be responsible for providing support with all accounting procedures and all personnel related issues.

Job Title: Business Clerk

Agency: Alsip Park District

Website: www.alsipparks.org

Salary: \$12.00-\$18.00/hourly plus IMRF and part-time benefits

Deadline: February 16, 2018

Qualifications: Minimum of two years' experience in Business Management position and/or Human Resource Management - Bachelor's Degree in Business Management, Accounting, Human Resource Management or related field is preferred. General understanding of accounting procedures, ability to exercise confidentiality in all areas of responsibility, knowledge of human resource management including safety, health and loss control issues; an understanding of personnel policies and procedures; exceptional skills in working tactfully and harmoniously with department heads. Basic computer skills as well as good written and oral communication skills and interpersonal skills.

Duties: Assist with Accounts Payable and Payroll System as well as cash handling and banking; Coordinate a wide variety of Human Resource functions, including but not limited to maintaining accurate personnel files of all employees, including confidential personnel records; Coordinate and process all paperwork associated with new employees; Coordinate the processing of all drug screening, background checks and drivers abstracts for new and current employees; Complete new hire orientation; Maintain and update all personnel related forms and reports; Maintain files and upkeep of paperwork for all independent contractors and insurance requirements; Coordinate, process and file any unemployment and worker's compensation claims; Assist in development of policy manual and procedures; Maintain familiarity with State/Federal Labor laws,

Contact: Please mail or e-mail cover letter, resume, references to:

Cathy Krydyski

Business Manager

12521 South Kostner

Alsip, IL 60803

Phone: 708-389-1003

Contact Email: cathyk@alsipparks.org

We're

HIRING



The Alsip Park District is seeking qualified individuals to apply for the Group Fitness Instructor position. This is a part-time position working under the direct supervision of the Fitness Supervisor. This position will be responsible for providing participants with safe customized based fitness programs.

Job Title: Group Fitness Instructor

Agency: Alsip Park District

Website: www.alsipparks.org

Salary: based on experience

Deadline: February 23, 2018

Qualifications: Must have a High School Diploma or equivalent. Must have a current nationally recognized and accredited group fitness instructor certification(s) (such as NASM, ACSM, ACE or AFAA). Must have a current CPR/AED card or ability to attain within 6 months of employment. One year teaching group fitness classes and/or personal training is preferred but is not required. Must have strong interpersonal, communication, and organizational skills.

Duties: Provide participants with a safe customized based fitness program. Design of progression, education, and correct form based on the need and desires of the participant. Must be able to create, customize and instruct small groups, and/or classes. Encourage member participation by providing short and long-term results with a positive attitude. Serve as an advocate to promote Alsip Park District Fitness programs. Create and commit to providing participants with safe and effective workouts. Ability to create group program design which includes: Proper execution of exercises and equipment usage including injury prevention. Must follow all policies and procedures of the Alsip Park District.

Contact: Please mail or e-mail cover letter, resume, references to:

Leslie Guerrero

Fitness Supervisor

12521 South Kostner

Alsip, IL 60803

Phone: 708-389-1003

Contact Email: leslie-fit@alsipparks.org

Job Opportunity

The Alsip Park District is seeking qualified individuals to apply for the Recreation Supervisor Position. This is a full time position.

Job Title: Recreation Supervisor
Agency: Alsip Park District
Website: www.alsipparks.org
Salary: \$30,000-\$45,000/annually plus benefits
Deadline: February 23, 2018

Qualifications: A minimum of 2 years of experience at the supervisory level with a Bachelor's Degree in Recreation Administration, Early Childhood or related field preferred, certification as a CPRP desirable. Valid Illinois Driver's License required.
Good written and oral communication skills. Exceptional skills in working tactfully and harmoniously with subordinates, co-workers, supervisors, department heads, Board of Commissioners and community supporters.

Duties: The Recreation Supervisor is a full time position under the direct supervision of the Superintendent of Recreation. The Recreation Supervisor is responsible for all aspects of planning, implementing, supervising and evaluating: preschool program, early childhood recreation programs, youth recreation programs, teen recreation programs, before and after school program, birthday parties, babysitting services and day camp. This position is also responsible for recruiting, training, supervising and evaluating part-time and seasonal instructors, preschool teachers, before and after school staff and day camp staff. This position will work a minimum of forty hours a week, Monday through Friday and evenings and weekends as required.

Contact: Please mail or e-mail cover letter, resume, references and salary history to:

Greg Hooper, CPRP
Superintendent of Recreation
12521 South Kostner
Alsip, IL 60803

Phone: 708-389-1003
Contact Email: ghooper@alsipparks.org
Contact Fax: 708-389-1529