

POSITION ANNOUNCEMENT

Permitting & Recreation Assistant Seasonal

The Forest Preserve District of Will County is accepting resumes for the seasonal Permitting & Recreation Assistant at Sugar Creek Administration Center in Joliet, Illinois.

See the attached Position Opening outlining the position duties, education, training, experience, physical/mental requirements, and necessary special requirements. Resumes will be accepted until Friday, March 31, 2023.

Application Procedure: Send a cover letter and resume to:

Donna Suca, Director of Human Resources
Forest Preserve District of Will County
17540 W. Laraway Road
Joliet, Illinois 60433
815.722.5667 (desk)
815.722.3608 (fax)
humanresources@fpdwc.org

The Forest Preserve District of Will County does not discriminate against individuals on the basis of race, color, gender, national origin, age, or disability. In offering employment opportunities to the public, the Forest Preserve District will make reasonable modifications to ensure that all people have an equal opportunity. To request this document in large print, audio, or Braille, contact the Director of Marketing and Communications, Sugar Creek Administration Center, 17540 W. Laraway Road, Joliet, IL 60433; comments@fpdwc.org; 815.722.9383 (voice); 800.526.0844 (TDD). Requests should be made at least 48 hours in advance. While the Forest Preserve District of Will County will make every effort to meet requests in a timely fashion, some requests may take longer than others to fulfill. Persons believing that they have been discriminated against by the Forest Preserve District of Will County may file a complaint alleging discrimination with the Forest Preserve District or the Office of Civil Rights, U.S. Department of the Interior, www.doi.gov

FOREST PRESERVE DISTRICT OF WILL COUNTY

POSITION DESCRIPTION

TITLE: Permitting and Recreation Assistant - Seasonal

DEPARTMENT: Visitor Services

LOCATION: Sugar Creek Administration Center

FLSA STATUS: Non-Exempt

DATE: March 2023

BASIC FUNCTION

The Recreation and Permitting Assistant will assist the Permitting and Recreation section with program planning and preparation, event staffing, and administrative office duties.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Supervisor of Permitting and Recreation

Supervises: None

Works Closely With: Recreation Coordinator
Permitting Manager
Office Managers

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist in event preparations by way of materials preparations, purchases, equipment, event set-up and take-down, and delivery / pick-up of event supplies or materials.
2. Staff District Outreach, Community, and select Non-District events.
3. Perform office duties including research and compile information, assemble materials, facilitate mailings, data entry, etc.
4. Deliver promotional materials to event partners, sponsors, and other local businesses.
5. Assist with non-District event requests such as staffing a booth, set-up /take-down event signage, or gator services.
6. Organize event storage areas and assist with inventory.
7. Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Dependability, organized, and able take direction
2. Excellent interpersonal, written, and verbal communication skills
3. Ability to participate in project and event planning
4. Bilingual is a plus
5. Competent computer skills utilizing MS Office and related software

TRAINING AND EXPERIENCE

Minimum Requirement: High School diploma or equivalent (GED)
Possess a valid Illinois driver's license and be willing to drive throughout the Will County area.

Preferred Experience: Vehicle trailer driving
Utility gator operation

WORKING ENVIRONMENT AND CONDITIONS

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Manual Dexterity: Ability to move between sitting, standing, walking for 6 -10 hours
Physical Effort: Ability to lift up to 50lbs
Working Conditions: Ability to work out-of-doors with occasional exposure to moderately disagreeable weather
Hazards: Negligible

Hourly Wage

\$15.00 per hour

Season is from April to October; not to exceed 940 hours annually.
Average of 15-20 hours per week. Work days will include weekdays, evenings, and weekends determined by programs and event schedule.