



VILLAGE OF ORLAND HILLS

RECREATION ASSISTANT (SCHEDULING AND SPONSORSHIPS)
VILLAGE OF ORLAND HILLS, ILLINOIS
\$17.00 hourly Part Time
Hours/Days Varies

Job Description

Under the supervision of the Assistant Recreation Director of Scheduling/Sponsorships, Assistant Village Administrator, the Recreation Scheduling/Sponsorships Assistant is responsible for assisting the Assistant Recreation of Scheduling/Sponsorships with scheduling of the Sports Complexes (indoor/outdoor) for the Village of Orland Hills.

Qualifications

Must be able to uphold and enforce Village Policies and Procedures, be able to work independently or in a team environment. Illustrate a general knowledge of computer skills and/or other functions deemed necessary to perform duties as given. Exceptional verbal and written communications; along with excellent organizational skills and attention to detail. Ability to prioritize and delegate tasks as needed. Ability to create and present ideas to further enrich the Recreation Department.

Applicant must have a High School Diploma but an Associates is preferred and/or the equivalent combination of training and experience required. Knowledge of the philosophy, mission, leadership needs, and planning requirements of the Village is preferred. This position will require weekday evening hours and/or weekend hours to provide oversight assistance for rentals/special events; hours may vary depending on department and Village's needs.

Primary Responsibilities

This person's duties shall include, but not limited to:

1. **Sports Complex and Community Center (Scheduling):**
 - Assist in developing and maintaining a sponsorships program.
 - Assist in recruiting, securing, scheduling and maintaining affiliates to utilize the Sports Complex.
 - Assist in scheduling staffing and maintaining the schedule for the Sports Complex.
 - Assist in collecting money for leagues and accruing revenue over for next fiscal year.
 - Assist in scheduling the gymnasium.
 - Assist in scheduling the Multipurpose Room.
2. **Sports Fields – Christian Hills (Scheduling):**
 - Assist in developing and maintaining a sponsorships program.
 - Assist in recruiting, securing, scheduling and maintaining affiliates to utilize the Sports Complex.
 - Responsible for staffing and maintaining the schedule for the Sports Complex.
 - Responsible for collecting money for leagues.

Other Duties:

- Other duties deemed necessary.
- Clerical support as needed.
- Back up to Assistant Recreation Directors

Physical Requirements

Must be able to lift up to 15 pounds along with prolonged periods of sitting and/or standing.

HOW TO APPLY:

Apply with resume, cover letter, and contact information for three professional references to Brian O'Neill, Village Administrator. The position will remain open until a qualified candidate is found. Questions about the position:

TEL: 708-349-6666 or email: boneill@orlandhills.org