

#### 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 **April 4, 2025**.

Application Procedure: Send a cover letter and resume to:

Veronica Frausto-Sarwark, Director of Human Resources
Forest Preserve District of Will County
17540 W. Laraway Road
Joliet, Illinois 60433
815.722.5669 (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

**COMMISSIONERS:** Steve Balich · Herbert Brooks Jr. · Dawn Bullock · Daniel J. Butler · Elnalyn Costa · Katie Deane-Schlottman Kelly Hickey · Vince Logan · Raquel Mitchell · Sherry Newquist · David G. Oxley · Frankie Pretzel · Mark V. Revis · Jim Richmond Jacqueline Traynere · Joe VanDuyne · Sherry Williams · Denise Winfrey

# FOREST PRESERVE DISTRICT OF WILL COUNTY JOB DESCRIPTION

TITLE: PERMITTING AND RECREATION ASSISTANT - SEASONAL

**DEPARTMENT: VISITOR SERVICES** 

FLSA STATUS: NON-EXEMPT DATE: 2025

LOCATION: SUGAR CREEK ADMINISTRATION CENTER

## **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 compiling information, assembling materials, facilitating mailings, data entry, etc.
- 4. Greet visitors and answer phones at the Sugar Creek Administration Center.
- 5. Deliver promotional materials to event partners, sponsors, and other local businesses.
- 6. Assist with non-District event requests such as staffing a booth, set-up/take-down event signage, or gator services.
- 7. Organize event storage areas and assist with inventory.
- 8. Perform other duties as assigned.

# **KNOWLEDGE, SKILLS, AND ABILITIES**

- 1. Dependability, organized, and able to take direction
- 2. Excellent interpersonal, written, and verbal communication skills
- 3. Ability to participate in projects 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) by start date.

Must be 18 years of age or older.

Possess a valid Illinois driver's license and be willing to drive

throughout the Will County area.

Preferred Experience: Truck and trailer driving.

## **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 50 pounds

Working Conditions: Ability to work out-of-doors with occasional exposure to disagreeable

weather

Hazards: Negligible

# PAY RANGE, ANNUAL SALARY, AND BENEFITS

\$17.50 - \$18.00 per hour

The season is from April to October; not to exceed 940 hours annually. Average of 10-20 hours per week. Workdays will include weekdays, evenings, and weekends determined by programs and event schedule.

Benefits: Sick time and vacation in accordance with the employee handbook and employee assistance program.