



## 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](mailto: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](mailto: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](http://www.doi.gov)

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**TRAINING AND EXPERIENCE**

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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.

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**WORKING ENVIRONMENT AND CONDITIONS**

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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

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**PAY RANGE, ANNUAL SALARY, AND BENEFITS**

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\$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.