



City of Galesburg

Operating Under Council – Manager Government Since 1957

Recreation Attendant

The City of Galesburg seeks interested applicants to fill part-time Recreation Attendant positions in the Department of Parks and Recreation. These part-time positions work various hours in connection with youth and adult sports as well as other recreational programs. The part-time Recreation Attendant is paid at \$11.00 per hour.

General Description of the Position

The Recreation Attendants may function as clerks, registrars, and scorekeepers, as assigned, and generally assist the permanent full-time employees in the Recreation Division.

Essential Duties of the Positions

- Assists with the day to day operation of an organized sports league, to include working with registrations, scorekeeping, concessions or daily admissions.
- Maintains a healthy, clean and safe work environment.
- Maintains good public relations and effective communications.
- Performs other duties as assigned.

Minimum Requirements

- Must be at least 16 years of age.
- A valid Illinois Driver's License is preferred.

Required Skill and Ability

The successful applicant must possess the ability to:

- Read, write and understand the English language.
- Read, interpret and apply policies and procedures, and follow instructions.
- Comply with all City and Departmental safety rules and regulations.
- Establish and maintain positive relationships with the public and co-workers.
- Perform moderate recreational activity in an outdoor environment.
- CPR certification & Food Safety Handler certification required within three months of hire

To apply, all interested applicants must complete an electronic application for employment submitted through the City's website at:

http://www.ci.galesburg.il.us/city_initiatives/human_resources/

Recruitment will continue until all positions are filled.