

Pekin Park District

Illinois River Valley Special Recreation Association
www.irvsra.org
Job Vacancy Notice



**PEKIN PARK
DISTRICT**



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- POSITION:** **IRVSRA Event Chaperone (ASL)**
American Sign Language
Part-time Position
Start Date: Immediate
Hours vary: weekend evenings and afternoons (work the events that fit your schedule)
Average: 6-12 hours a month
- REPORTS TO:** IRVSRA Program Manager
- QUALIFICATIONS:** Experience in working with children/adults with disabilities
Facilitation of programs for children, camps, or schools
Patience and flexibility
Outgoing personality
Comfortable driving a 14 passenger Minibus (Valid DL / no CDL required)
Good physical condition, ability to lift 50 lbs.
Experience with Google Calendar and Facebook
- DUTIES:** Facilitating a variety of IRVSRA programs, events, and sports. Your time involves being hands on at the events and programs setting up, ensuring IRVSRA policies and procedures are followed by all participants and staff, but most importantly safety while aiding and joining in on the fun.
- APPLICATION:** Applications are available at the IRVSRA Rec. Office, Monday - Friday, 10:00am – 5:00pm or online at www.irvsra.org/pages/jobs
- RATE OF PAY:** \$9.75/hr
- DEADLINE:** None
- APPLICANT MATERIALS MAY BE DROPPED OFF AT THE ROBERT N. BLACKWELL ADMINISTRATION OFFICE IN FRONT OF MINIATURE GOLF.**
- MAILED TO:** Attn: IRVSRA
Pekin Park District
1701 Court Street
Pekin, IL 61554
- EMAILED TO:** **OR** casey@irvsra.org

It is the policy of the Pekin Park District to provide equal employment opportunities to all qualified employees and applicants for employment, without regard to race, color, religion, sex, national origin, ancestry or physical or mental handicap.



**PEKIN PARK
DISTRICT**

**Job Description
Pekin Park District**



Department: Special Recreation Department (IRVSRA.ORG)
Job Title: IRVSRA Event Chaperone (ASL)
Supervision Designation: IRVSRA Program Manager and/or IRVSRA Program Assistant

This position shall be responsible for the following:

1. ASL communication for the group
2. 1-on-1 communication and aid for visual and hearing impaired participants
3. Assist all participants during IRVSRA events, programs, outings, etc.
4. Provide shuttle transportation from park locations to events locations.
5. Actively participating in orientations, trainings, and meetings as assigned.
6. Working as a team member to provide an exceptional Park Program experience for all participants.
7. Constant supervision of participants and volunteers in the program.
8. Assisting with event planning and preparation.
9. Guiding participants to full participation of activities with adaptations used on their individual needs.
10. Help participants with monetary choices about what they can and should afford while on the event/program.
11. Immediately alerting the Event Manager or IRVSRA Program Manager of any injuries, disciplinary problems, or special situation regarding participants.
12. Reporting property damage or unsafe conditions at all facilities to the IRVSRA Program Manager.
13. Returning the event location to prior state before event preparations took place.
14. Knowing the location of all your assigned participants at all times.
15. Greeting all participants at the start of each event.
16. Communicating clearly and courteously with staff, participants, guardians, and community members.
17. Setting a good example for all participants and conducting yourself in a friendly and professional manner at all times.
18. Creating and maintaining a safe, disciplined, and fun atmosphere for the participants.
19. Making recommendations throughout the program and submitting evaluations to the Program Manager at the end of the program.
20. The performance of other duties assigned by the IRVSRA Program Manager or PPD Superintendent of Recreation.

Posted 01/08/2020