

Job Posting

Category	Recreation
Job Title	Van Driver-Senior Program Assistant
Classification	Part Time
Location	Huntley Park District REC Center
Days	Monday-Friday
Hours	Flexible Hours
Salary	\$11.00-\$13.00 per hour

Job Requirements:

- Decision-making, conflict resolution, negotiation and above average organizational skills required. Have above average written and verbal communication skills, ability to adapt to rapidly changing circumstances, ability to understand and exhibit behavior consistent with the stated park district values.
- Must be at least 21 years of age and able to work flexible schedule.
- Possess a current, valid Illinois Driver's License
- Participate in the Huntley Park District Drug and Alcohol Testing Program
- Complete a driver's abstract for the Huntley Park District
- Have or be able to obtain within 60 days of employment CPR and first aid certification.
- Experience driving a 15 passenger van preferred but will train qualified applicant.

Responsibilities:

- Responsible for driving park district 15 passenger van to transport program participants from the Huntley Park District REC Center to off-site locations for trips, excursions and/or tours.
- Perform pre-trip vehicle inspections and vehicle logs
- Recordkeeping and reports
- Safe work practices
- Customer Service
- Perform related duties as assigned

Mental/Physical Requirements:

While performing this job, the employee is required to speak and listen. The employee is required to stand, walk and use hands. The employee is required to sit, stoop or kneel, lift and/or move up to 30 pounds. Specific vision requirements include, distance, color vision, peripheral and depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities.

The Huntley Park District is an equal opportunity employer. A criminal background check is required.

An application can be picked up at the REC Center. Completed application should be returned to the front desk staff or mailed to:

Huntley Park District
HR Dept.
12015 Mill Street
Huntley IL, 60142
No phone calls please.