



## Wildwood Park District Park Safety Staff

**Department:** Public Safety  
**Position Title:** Park Safety Staff  
**Location:** 33325 N. Sears Boulevard Wildwood, IL 60030  
**Reporting Authority:** Park Safety Coordinator  
**FLSA Status:** FLSA Non-Exempt  
**Classification:** Part-Time Seasonal  
**Rate of Pay/Benefits:** Starting \$16.00 per hour DOQ. Position is seasonal part-time and does not include other benefits.  
**Hours:** Part-time 12-20 hours per week May 4th-September 26th. Other dates and times as needed. 2:00pm-8:00pm & 3:00pm-9:00pm based on time of season.

The Wildwood Park District is looking for individuals to take on the role of Part-Time Park Safety Staff!

### Position Summary:

The Park Safety Staff person is responsible for overseeing the safety and usage of the Wildwood Park District Parks, Boat Ramps, parking enforcement, including: monitoring usage, enforcement of Park District rules and ordinances, reporting to the Lake County Sheriff of illegal activity, and documentation of activities during shift.

### Qualifications Required:

- Ability to communicate with the public with professionalism
- Must be at least 18 years old with a valid driver's license. Ability to operate or learn operation of Mule UTV vehicle.
- Successfully pass pre-duty drug screening.
- CPR/AED Certification upon hire (Park District provided)
- Experience with park security/general security/criminal justice education (qualification preferred)

### Hours:

- Part-time 12-20 hours per week May 4th - September 26th. Other times and dates are needed including July 4th and other major holidays. 2:00pm-8:00pm & 3:00pm-9:00pm/9:30pm based on time of season.

### Essential Job Functions:

***The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.***

- Compel patron compliance Park District ordinances and rules (i.e., dogs on leash, general conduct)
- Preserve the peace, order, and safety of the Park District. Promote and maintain effective community relations. Skillset to notify Lake County Sheriffs of illegal activity in park and coordinate police response on-site if needed.
- Monitor boat ramp usage and verify residency. Cross check resident boat keys and decals to database.
- Monitor and verify vehicles with resident parking stickers and report to Park Safety and give tow warning flyers as needed to vehicles without stickers. May be required to contact Park Safety Coordinator to call in a tow for vehicles not displaying proper resident or paid non-resident day pass or abandoned vehicles.
- Once verified Wildwood residency, may hand out and document resident vehicle parking stickers to residents on-site in the parks.

- Keep record of vehicles missing documentation and document on daily reports.
- Fill out daily reports and submit. Promptly complete PDRMA Accident/Incident reports and submit to supervisor as required.
- Inform park users of rules and regulations of the Park District.
- Carry out all job functions according to all safety guidelines and procedures.
- Report any work-related or patron injuries to supervisor promptly.
- Correct unsafe conditions and/or report them to supervisor.
- Comply with all Park District policies, protocols, and procedures.
- Complete all documentation required of the position.

### **Physical Demands**

- Requires frequent standing.
- Must be able to walk parks.
- Must be able to drive Kawasaki UTV Mule vehicle.
- Requires occasional lifting (20-35 lbs.).
- Employee is regularly required to talk and hear.
- Vision abilities required include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

### **Work Environment**

- Employee work area is outdoors, in a smoke free environment.
- May be exposed to adverse weather conditions.

**Please submit applications and resumes to [info@wildwoodparkdistrict.com](mailto:info@wildwoodparkdistrict.com). Applications can be found at the following link for download: <https://www.wildwoodparkdistrict.com/about-us/jobs/>**

*The Wildwood Park District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Board will provide reasonable accommodation to qualified individuals with disabilities.*