



# LAKE COUNTY FOREST PRESERVES EMPLOYMENT OPPORTUNITY

## CURRENTLY RECRUITING Assistant Manager – Independence Grove

**Temporary Position: May – October 2020**

**Hourly Rate: \$15.75 – \$18.75/hr.**

**Location: Libertyville, IL**

**Application Deadline: Open Until Filled**

### **SUMMARY**

The Assistant Manager will work to provide for the optimal experience for preserve guests. Supervises employees engaged in the retail, operational, and event programming functions of the Independence Grove seasonal operations. Ensures efficient fee collections, cash control, and daily cash out procedures for all aspects of the operation and makes daily cash drops when required. Aids in the safety of patrons by enforcing facility rules and safety procedures. Facilitates the flow of information between the preserve administration and employees. Informs immediate manager about the operation of the preserve, reporting problems and recommendations. Inspects grounds, buildings and equipment to ensure safe operations, reporting any deficiencies to appropriate staff. May drive motorized vehicle to travel to different locations, and operate support watercraft. Performs lifting tasks up to 50 pounds and other tasks that may require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting.

### **EXPERIENCE**

High school diploma or equivalent. One year supervisory experience. Interpersonal skills necessary to establish and maintain positive and effective working relationships with staff, customers and the general public. Knowledge relating to retail functions, including cash control and inventory control. Ability to work independently with minimal supervision, setting priorities and producing desired results. Must possess a valid driver's license. Upon employment will be required to secure certification in Cardiopulmonary Resuscitation (CPR). Must possess good problem solving ability and good judgment.

### **HOW TO APPLY AND APPLICATION DEADLINES**

Interest in Forest Preserve employment can only be expressed by submitting a Forest Preserve Employment Application. Applications are accepted online at [www.LCFPD.org](http://www.LCFPD.org). Applications are accepted only for posted positions.

### **ABOUT LAKE COUNTY FOREST PRESERVES**

As principal guardian of Lake County's open space and natural areas since 1958, we manage more than 30,900 acres of land and offer innovative educational, recreational and cultural opportunities for all people. Visitors of all ages can enjoy over 205 miles of trail for a variety of outdoor recreation uses, ponds and lakes for fishing, public golf courses, historical and cultural venues, public access to the Fox River and Lake Michigan and award-winning nature and history education programs and events.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Date Posted: January 7, 2020

*Smoking is not permitted in our facilities.*

