



Part-Time Recreation Coordinator

Village of Libertyville Recreation Department

Contact Name: Jeni Houtz

Contact E-mail: jhoutz@libertyville.com

Contact Phone: 847-918-2012

Closing Date:

Salary: \$20.00-\$35.00 per hour DOQ

Description:

Description of Primary Purpose: Come join the Village of Libertyville! The Recreation Department is seeking a part-time Recreation Coordinator to be responsible for the development, organization, execution, and supervision of miscellaneous recreation programs and special events for a diverse range of demographics. This part-time position requires working varying hours including nights, weekends, and holidays.

Hiring Range: \$20.00-\$35.00 DOQ

Benefits: IMRF eligible, Paid Holiday Leave, 457 Retirement Plans

Closing Date: Open Until Filled

Education and Experience: Bachelor's Degree in recreation administration, education, or a related field is preferred. Minimum high school diploma or equivalent required. Minimum of one year of experience in recreation program supervision; OR an equivalent combination of education, training, and experience is preferred. Certification as a Certified Parks and Recreation Professional (CPRP) is preferred.

Preferred Knowledge and Skills:

- Planning, organizing, implementing, and leading multi-faceted recreation, fitness, aquatic, and/or cultural programs and activities.
- Planning, organizing, assigning, directing, reviewing, and evaluating the work of assigned staff.
- Exercising sound independent judgment within general procedural guidelines.
- Preparing clear, concise, and complete reports, correspondence, brochure content, social media postings and other written materials.
- Contributing effectively meeting team or work unit goals, objectives, and activities.
- Provide customer service in the most effective and efficient manner.

How to Apply: Please submit your cover letter, resume, and three professional references with the subject line "PT Recreation Coordinator" via email to Jeni Houtz, Human Resources Manager, at jhoutz@libertyville.com.

The Village of Libertyville is an Equal Opportunity Employer. Full Job Description available upon request.