



Active Adult Coordinator

Veterans Park District

Contact Name: Carlene Greifelt

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Contact Phone: 7083435270

Closing Date:

Salary: \$12.50 to \$14.00/hr DOQ

Description:

The Active Adult Coordinator creates, plans, organizes and coordinates trips for the parks' Active Adult program. The coordinator will escort participants on Active Adult Day Trips and assist with Active Adults special events.

Additional responsibilities include but are not limited to: Planning, coordinating, and scheduling Active Adult extended trips; composing Active Adult program descriptions for program guides and advertising materials; Surveying Active Adults for program satisfaction; serving as a liaison to the parks' Senior Clubs; Responsible for purchasing materials and supplies to support the Active Adults program as well as compiling contracts for trips and entertainment; Works with Special Events Coordinator on various special events held throughout the year; assures the fiscal integrity of program (e.g., creates budget, monitors budget); and, performs other duties as assigned.

Candidates are expected to have a High School diploma or equivalent and at least two years working with Active Adult (Senior) programs or related experience.

This is a part time position with occasional evenings for day trips and special events.