



Facility Rental Coordinator

Glencoe Park District

Contact Name: Adam Wohl

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Contact Phone: 847-835-7545

Closing Date:

Salary: \$20-24/hour DOQ

Description:

Come join the team at a gold medal award-winning park district! We are looking for an innovative, creative, detail-oriented, excellent communicator to work in our thriving Recreation Department. Under the direction of the Assistant Director of Recreation and Facilities, the Facility Rental Coordinator is responsible for administering all facility rentals for the Takiff Center, Watts Center, Glencoe Swimming and Boating Beach, and Park Permits.

This is a part-time, non-exempt position with an anticipated working schedule of 30 hours per week, Tuesday - Saturday. Due to the nature of park district programming, some evening, weekend and holiday hours are to be expected.

Duties and Responsibilities:

- Coordinates district-wide facility rentals; supports the successful implementation of all programs/events at the facilities
- Maintains an effective and efficient facility scheduling program for the Takiff Center, Watts Center, Glencoe Beach, and Park Permits
- Ability to cover rentals at various facilities, including the duties of Rental Attendant, and assist with the facility setups, as needed
- Assists the Assistant Director of Recreation and Facilities with reports, manuals, and facility documents, as needed, including weekly maintenance schedules
- Ensures compliance with the safety, health, and loss control policies and procedures of the District
- Evaluates customer and community interests and needs; make recommendations on future facility operations, and services based on community feedback and industry trends
- The successful candidate will have a proven background in coordinating small-to-large-scale facility rentals in various facility settings.

Interested applicants must send a cover letter and resume to Adam Wohl at awohl@glencoe parkdistrict.com

or apply online: <https://glencoe parkdistrict.com/work-with-us>