



## **Youth Coordinator**

### **North Riverside Parks and Recreation**

**Contact Name:** Teresa Mrozik

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**Closing Date:** 2022-05-20

**Salary:** \$45,000 - \$65,000

#### **Description:**

The North Riverside Parks and Recreation Department serves the town of North Riverside and its surrounding communities. The NRPRD is seeking a full-time Youth Coordinator. The ideal candidate will be extremely creative and energetic, have a passion for recreation and education and understand the benefits these offer to constituents, and will collaboratively working with all areas and individuals of the Parks and Recreation Department. The Youth Coordinator is responsible for the organization and development of programs, events and services including but not limited to Preschool, Day Camp, and Youth Specialty programs. The ideal candidate for this position will have strong skills related to creativity, customer service, communication, program management, organization and interpersonal skills.

#### **ESSENTIAL FUNCTIONS:**

Duties and responsibilities include but are not limited to planning, customer service, public relations, safety & risk management, personnel and financial management. As needed, this position may require driving vehicles such as a 14-passenger minibus. Specific to Preschool: responsible for scheduling staff, handling day-to-day operations, planning, organizing, conducting and evaluating all preschool special events, responsible for assisting with curriculum development, registration, plan/direct meetings, and evaluation exercises, and perform other duties as assigned. Specific to the summer camp program: responsible for camp planning and development, registration, program evaluation, handling day-to-day operations, training, scheduling, and supervising/managing all staff. Perform other duties as assigned.

#### **KNOWLEDGE, SKILLS, and ABILITIES:**

Degree in Recreation Administration or related field and/or 2-5 years of full-time experience in field. Certified Park & Recreation Professional (CPRP) or other related professional certification related to position preferred. Extensive knowledge of parks and recreation programming. Extensive knowledge of early education programming. Must be available to work flexible hours with some evenings and weekends required. Ability to interact with adults and children, community leaders, Village Officials and staff, demonstrates motivation, enthusiasm, and creativity, proficient in Microsoft Office and recreation registration software with the ability to learn new applications as necessary, must hold a valid driver's license.

#### **COMPENSATION:**

\$45,000 - \$65,000 DOQ plus comprehensive healthcare benefits

TO APPLY:

Please send a cover letter and resume to the Director of Parks and Recreation at [teresam@northriverside-il.org](mailto:teresam@northriverside-il.org) or at 2401 S. DesPlaines Avenue, North Riverside, IL 60546.