



## **Recreation Coordinator**

City of Palos Hills Resource and Recreation Department

**Contact Name:** Kristin Violante

**Contact E-mail:** [kviolante@paloshillsweb.org](mailto:kviolante@paloshillsweb.org)

**Contact Phone:** 708-430-4500

**Closing Date:**

**Salary:** \$45,000-\$50,000

### **Description:**

The Palos Hills Resource & Recreation Department has a rare and immediate opening for a Recreation Coordinator to oversee weekly programs, part-time night monitors, general facility maintenance, special events and the Palos Township bus program for seniors and physically challenged.

The Palos Hills Resource & Recreation Department is a small department in the south suburbs of Chicago. The close knit staff work well together to provide recreation and educational programs to residents in the community made up of approximately 17,000 residents.

Qualifications: Graduate of an accredited university with a major in Recreation Administration or closely related field is preferred. Qualified candidate must have experience in budgeting, planning and scheduling recreation programs and special events. The ideal candidate will have experience submitting grant paperwork as the bus program is paid for through grants. Must have excellent communication and organizational skills and pay close attention to detail.

Position is open until filled. Salary range is \$44,000-\$50,000. Includes IMRF pension and insurance benefits. Work week is generally Monday-Friday, 8:00-4:30 pm with some weekend and night commitments.

Please send or email resume and cover letter to Kristin Violante, Commissioner, at [kviolante@paloshillsweb.org](mailto:kviolante@paloshillsweb.org) or Palos Hills Community Center, 8455 W. 103rd Street, Palos Hills, Illinois 60465. We would like the position filled as soon as possible.