



Part-time Event Coordinator (Parks & Recreation)

Village of Homer Glen

Contact Name: Stacy Patrianakos

Contact E-mail: spatrianakos@homerglenil.org

Contact Phone: 7083010632

Closing Date:

Salary: \$20.00

Description:

The Village of Homer Glen is looking to hire two part-time events coordinators. Under the direct supervision of the Community Events Coordinator, these roles will assist in a variety of special events and programs throughout the year. This includes gathering, compiling, and preparing special reports, marketing, planning, and coordinating each event/program. In addition, this role will assist with planning and organizing a variety of recreation programs, including the recruitment, onboarding, and training of volunteer staff. This is a part-time position, hours are flexible and may include some weekends and evenings.

Minimum Requirements:

At least 2 years of events planning, recreation, or equivalent experience is required.

Experience coordinating volunteers.

Ability to communicate effectively both orally and in writing.

Working knowledge of Microsoft Office (Outlook, Word, Excel) is required.

Must be able to interact positively with children and adults with the ability to recognize issues and resolve them independently.

Some knowledge of recreation programming is needed.

Must be able to work outside in hot and cold weather.

Must possess a valid Illinois driver's license.

Physical Requirements Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Required to sit, stand, walk, bend, talk, and hear; use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities are required and include close vision and the ability to adjust focus. May occasionally lift and/or move up to 25 pounds; may infrequently lift and/or move objects 50 pounds or greater with staff assistance.

Additional Information

The Village of Homer Glen is an upscale quaint community of approximately 24,000 residents, conveniently located approximately 25 miles southwest of Chicago. Committed to retaining its unique

character, Homer Glen has created a strategically inspired commercial development plan. This plan allows the Village to embrace quality growth along its high traffic corridors while preserving the natural and open space resources that have made it so attractive.

Compensation: \$20.00

Please send resume to humanresources@homerglenil.org