



Special Event Supervisor

West Chicago Park District

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Closing Date:

Salary: Starting at \$50,000 Depending on Qualifications

Description:

Under the general direction and supervision of the Superintendent of Recreation, the Special Event Supervisor is responsible for leading the West Chicago Park District's special events. This is a full-time position, 40 hours per week, often working weekends/evenings for Special Events and setup/breakdown. This is an at-will position. This position does not allow for remote work, as work must be performed at assigned Park District locations.

QUALIFICATIONS:

Education:

Associates - Bachelor's Degree preferred, in Communications, Marketing, Journalism, Public Relations or related field preferred with minimum 5 years of combination of education and experience.

Experience: Candidate must have at least 3 years of experience in special event planning and implementation.

Required Certification and Skills: Candidate must like working with people. Candidate must be CPR/AED/First Aid certified within six (6) months of hiring. Candidate must have Illinois Driver's License and reliable means of transportation to drive own vehicle to special event locations and perform duties as required of this position.

ESSENTIAL FUNCTIONS:

- Perform all functions with close attention to customer service.
- Responsible for creating annual list of all special events and developing and revising timelines for all events.
- Responsible for creating, planning, executing and evaluating all Special Events.
- Must communicate effectively with fellow employees, management and the Public.
- Must be able to effectively supervise event staff and volunteers.
- Make decisions based on the best interest of the event for patrons and the West Chicago Park District.
- Must foster special events to promote diversity, equity and inclusion.
- Responsible for the set-up and breakdown of events.

- Responsible for the scheduling of community events and the appropriate staffing of these events.
- Responsible for working with the Superintendent of Parks and Parks staff in preparing, running and maintenance for Special Events.
- Provides input for marketing, and website updates regarding Special Events.
- Responsible for the acquisition, purchasing of supplies and other event materials within budget.
- Responsible for preparing annual budget projections and monitors revenue and expenses for all special events.
- Responsible for recruiting, hiring, training, supervising, evaluating and scheduling subordinate employees.
- Responsible for recruiting and contracting independent contractors and vendors for Special Events.
- Responsible for recruiting and managing volunteers.
- Must work harmoniously with community organizations, including volunteer groups, police and fire department to ensure special events are completed successfully.
- Must attend staff meetings as required.
- Must schedule staff, volunteers and independent contractors for coverage of special events.
- Responsible for performing all job tasks within the rules and guidelines of the West Chicago Park District safety program.
- Exhibits understanding and tact when dealing with internal and external patrons' needs and expectations.
- Must follow and complete the current accident and incident reporting procedures in the required timeframe and follow all safety procedures.
- Must be proactive in creating and maintaining a viable special events program.

BENEFITS:

We offer In exchange for your time and talent, we offer a generous benefit package, including:

- Medical Coverage (PPO or HMO)
- Dental Coverage
- Prescription Coverage
- Hearing Coverage
- Vision Reimbursement Plan
- Paid Life Insurance
- Short- and Long-Term Disability (IMRF)
- Pension / Defined Benefit Plan (IMRF)
- Paid Time Off
- Professional Membership Dues Reimbursement
- Park District Facility Discounts and Usage Benefits

To Apply:

To apply please complete a job application from our website: www.we-goparks.org/employment and email to HR@we-goparks.org along with your cover letter, resume and letters of recommendation.

Employment Application can be found at our website: we-goparks.org / About / Employment or through this link:

https://www.we-goparks.org/_files/ugd/cf7c5b_cbbae8f6872a43198fa0d1d61ddfdb74.pdf

Please apply early. Recruiting and interviewing will begin soon to fill this position as soon as possible. West Chicago Park District is an equal opportunity employer. For more information about our Park District, please visit us at [we-goparks.org](https://www.we-goparks.org).