



## Recreation Coordinator

Westmont Park District

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**Closing Date:** 2022-09-05

**Salary:** \$40,000-\$45,000 DOQ

### **Description:**

\*Full time, IMRF with health, dental, and vision benefits\*

The Westmont Park District located in Westmont, IL has an opening for a Recreation Coordinator position. The District serves approximately 25,000 residents with over 155 acres of parks, a 9 hole golf course, fitness center and offers over 1,000 programs each year.

### **####JOB SUMMARY:**

Primary responsibility is to ensure that all persons have a safe and enjoyable experience while visiting or using the Westmont Park District facilities.

Under the direction of the Supt. of Recreation, this position involves planning, promotion, development and supervision of the recreation programs under his/her area of responsibilities that include, but are not limited to: summer camp, contractual programs, special events, and assist with some athletics.

### **####ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Meet the District's Mission and Vision.
2. Plan, initiate, organize and supervise recreational activities.
3. Prepare seasonal program budgets.
4. Maintain records, written and/or computerized, of all recreation program related activities.
5. Recruit, hire and train all personnel under his/her supervision.
6. Supervise and evaluate part time staff job performance on a continual basis and take immediate action to correct any deficiencies or problems related to the programs or staff.
7. Create staff work schedules and program activities/events to accommodate programming needs.
8. Develop weekly programming/trip schedule for Summer Camp program staff and participants.
9. Communicate with parents in regards to program activities and updates.
10. Create and send weekly camp newsletter.
11. Works with marketing staff to keep the news media and general public informed on announcements, results and current District news.

12. Participate in departmental planning, research and training.
13. Prepare budget estimates and reports for the Superintendent of Recreation.
14. Drive a 15-passenger bus as needed.
15. Cooperate in promoting, organizing, and directing community wide celebrations and events involving areas of responsibility.
16. Planning and execution of the District's special events and programs as assigned.
17. Provide assistance to the Athletic Coordinator and athletic programs in the Fall and Winter.
18. Perform any additional related tasks as required.

#### ####QUALIFICATIONS:

Bachelor's Degree in Parks and Recreation Management or related field. Valid Illinois Driver's License required along with own source of reliable transportation. Candidates must be proficient in Microsoft applications and possess the ability to speak in public, with good written and verbal communication skills.

#### ####COMPENSATION AND BENEFITS:

The hiring salary range is \$40,000-\$45,000. Starting salary is DOQ. The District offers a comprehensive benefits package including health insurance, dental insurance, life insurance, vision insurance and membership in the Illinois Municipal Retirement Fund (IMRF). The District benefits package also includes paid vacation, holidays, sick leave and potential for annual merit increases. This is an at-will position.

#### \*\*\*HOW TO APPLY:\*\*

Candidates can/shall apply with a resume, cover letter, Westmont Park District employment application. All applications should be emailed to [jobs@westmontparks.org](mailto:jobs@westmontparks.org)

\*\*[Employment Application](<https://www.westmontparks.org/wp-content/uploads/2020/11/employment-ap-2020.pdf>)\*\*

#####\*The Westmont Park District is an Equal Opportunity and Reasonable Accommodation Employer. This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.\*