



Supervisor, Customer Service & Operations at The Grove

Glenview Park District

Contact Name: Lorin Ottlinger

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Closing Date: 2022-09-16

Salary: \$55,500.00

Description:

JOB OPPORTUNITY with the Glenview Park District:

Supervisor, Customer Service & Operations

(Full time, exempt)

JOB SUMMARY

The Grove is seeking a Supervisor, Customer Service & Operations responsible for overseeing front desk operations, Grove Store operations, Kennicott Archives, social media and marketing, and the Volunteer program. This position is responsible for coordinating all aspects of Grove Folk Fest, including vendors, musicians, food purchasing and preparation, parking and staffing. Conducts research and makes recommendations to help launch new programming initiatives.

The Grove is 150 acres of ecologically diverse prairie grove land preserved and maintained by the Glenview Park District. The Grove was the home of visionary horticulturist and educator, Dr. John Kennicott and his son, Robert Kennicott, Illinois's first naturalist. The Grove was designated a National Historic Landmark in 1976 and offers educational programs, special events, and is open for regular visitation by the general public. The Redfield Estate is a historic home rental facility at The Grove. Air Station Prairie is a 32 acre natural site and educational facility.

QUALIFICATIONS

The best applicants will have: Bachelor's or Associates degree in parks & recreation, education, business, or related field preferred (will consider significant and material experience in lieu of formal education), at least 3 years of relevant experience, supervisory experience required.

SCHEDULING & PAY: This is a full time exempt (salary) position. Hours are Monday – Friday, 8:00am – 4:30pm. Target hiring range: \$55,500/ year. Some flexibility with remote work and work hours.

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

- Vision Insurance
- Life Insurance (basic & voluntary)
- Short- and Long-Term Disability (IMRF)
- Pension / Defined Benefit Plan (IMRF)
- 457 Plan / Defined Contribution Plan
- ROTH IRA & Flexible Spending Accounts
- Paid Holidays, Personal Days, Vacation, Sick Time
- Tuition Reimbursement
- Professional Membership Dues Reimbursement
- Park District Facility Discounts and Usage Benefits

APPLY ONLINE

Visit us at www.GlenviewParks.org – click on “Jobs” at the top of the page.

Application Deadline: September 16, 2022

If interested, please apply early. Recruiting and interviewing will begin immediately.

The Glenview Park District is an Equal Opportunity Employer.