



## **Recreation and Special Events Coordinator - RiverPlex**

Pleasure Driveway & P.D. of Peoria

**Contact Name:**  
**Contact E-mail:**  
**Contact Phone:**  
**Closing Date:**  
**Salary:** \$36,000 - \$42,000

**Description:**  
JOB OPENING

RECREATION & SPECIAL EVENTS COORDINATOR – RIVERPLEX

POSITION: FULL TIME

Starting salary range: \$36,000 - \$42,000 annually based on qualifications & experience.

### **OUR MISSION**

We contribute to a healthy and vibrant Peoria community by responsibly using our District resources to offer high quality parks and recreation experiences to those who live, work and play in our District.

### **OVERVIEW**

Under the supervision of the RiverPlex Supervisor, the Recreation and Special Events Coordinator is responsible for a number of specific tasks as outlined below at the RiverPlex.

### **RESPONSIBILITIES**

- In coordination with the RiverPlex Supervisor and through supervision of part time recreational staff, provide support to group and rental use of the District facilities as follows: RiverPlex Multi-Purpose Arena, rock wall, and sand volleyball courts.
- Recruit groups to hold special events in the RiverPlex Arena.
- Plan and facilitate relevant sports leagues hosted at the RiverPlex.
- Coordinate and program activities during the non-prime times of the Arena.
- Supervision of the indoor rock-climbing wall. Recruit, hire, train, and schedule staff for the rock-climbing wall.
- Assist with daily routine arena safety checklists and routine maintenance when necessary. Work harmoniously with facility maintenance staff to complete larger maintenance projects.
- Suggest new ideas and techniques for improvement of operations.
- Support the recruitment, hiring, training and scheduling of part time staff, such as league personnel and officials, special event staff, rock wall attendants and others as needed.
- Plan, schedule, implement and evaluate programs and special events in the multi purpose arena in

collaboration with the District.

- Assist with the purchase, distribution, and inventory of program supplies.
- Participate in the development of goals and objectives for programs and services in accordance with overall goals of the Park District.
- Act as a liaison with community school districts, agencies and other groups to strengthen relationships and better coordinate cooperative services and programming.
- Continue to meet community needs for recreation programs and the improvement/expansion of existing programs.
- Prepare and submit records including registration, attendance, payroll, schedules, invoices, and other documentation as requested.
- Follow all safety procedures that pertain to the duties performed. Support all aspects of the Park District safety program.
- Perform all other duties as assigned.

#### SUCCESSFUL CANDIDATES WILL HAVE

- Four-year college degree preferred. Although a degree is preferred, extensive experience in a like position with similar duties and responsibilities may be substituted for part of the educational requirement.
- Two years of experience in recreation/sports programming or equivalent preferred. Working knowledge of computers combined with a thorough knowledge of scheduling, programming, leagues, event planning and follow up.
- Understanding of basic philosophy underlying a sound community recreation program and the ability to interpret that philosophy to staff and the public.
- Ability to work cooperatively with representatives of community, public and private groups and organizations.
- Ability to communicate effectively both verbally and in writing. Must possess good working knowledge of recreation and event programming, computer scheduling and ability to maintain a computer working file.
- Ability to maintain a good working relationship with staff and promote a positive image through daily interaction with the public.
- Extensive knowledge of recreation/sports skills and methods and community resources addressing formulation of well-rounded community programming.
- Ability to work independently and maintain a flexible schedule to include some evenings and weekends.
- Working knowledge and certification of First Aid, CPR and AED safety precautions employed in a recreational setting.

#### BENEFITS AND PERKS

- Paid sick days, vacation days and holidays.
- Longevity bonus program and wellness program.
- Pension and retirement programs and Social Security participating.
- Exceptional health plan.
- Paid Life Insurance.
- Disability Insurance.

- Full-time employees and dependents enjoy discounted recreation classes and free admission to select Park District facilities.

#### HOW TO APPLY

- View Employment Opportunities and complete an online application in the “Join Our Team” section at [www.peoriaparks.org](http://www.peoriaparks.org).
- Applicants may submit a resume’, but to be fully considered for this position an online application must be completed.
- While we appreciate all submissions, due to high volume, only those applicants who are selected for interview will be contacted.
- Applications will be reviewed until position is filled.
- The Peoria Park District hires without regard to race, color, religion, sex, age, national origin, citizenship status, ancestry, sexual orientation, marital status, disability, pregnancy, military status or unfavorable discharge from military service, protected veteran status or on the basis of any characteristic protected by law. All qualified individuals are encouraged to apply.
- AN EQUAL OPPORTUNITY EMPLOYER.