



Graphic Designer

Riverdale Park District

Contact Name: Michael Sletten

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Closing Date:

Salary: Starting Salary Range: \$21.00/HR - \$23.88/HR

Description:

Working Hours: The Graphic Designer is a part time non- exempt position working varied hours remotely.

Summary: The Graphic Designer is responsible for design work of all Park District communication and marketing materials.

Qualifications: A minimum of 2 years of experience in graphic design, with Park District experience preferred. Computer experience in Adobe Creative Cloud, Google Suite, Constant Contact, Calameo, and website content management.

Immediate Supervisor: The Graphic Designer reports to the Executive Director and Director of Recreation.

Essential Functions:

1. Communicate with the Executive Director regularly on Park District matters.
2. Develop 4 seasonal program guides.
3. Develop and update program flyers, forms, and promotional pieces.
4. Oversee the "Branding" of the Park District, including design and use of logos.
5. Perform any duties as assigned by the Executive Director.

Psychological Considerations:

1. Ability to work effectively in a climate of political assertiveness and interaction, requiring timely administrative responsiveness and flexibility.
2. Must be able to function effectively in a fast-paced environment.
3. Must be able to deal with people under stressful and demanding situations.

Physiological Considerations:

1. Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching, and sitting.
2. Perform lifting tasks up to 25 pounds.

Environmental Considerations: Most activities are performed indoors; these conditions include

lighting, humidity, and temperature.

Cognitive Considerations: The Graphic Designer must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.