



Recreation Program Coordinator

Downers Grove Park District

Contact Name: Samantha Donovan

Contact E-mail: sdonovan@dgparks.org

Contact Phone: 630-960-4477

Closing Date:

Salary: \$16 per hour

Description:

ABOUT US: The Downers Grove Park District offers quality parks, facilities and programs for people of all ages to enjoy and explore. Home to 48 parks, a recreation center, history museum, nature center, golf course, community center and more, there's something for everyone at Downers Grove Park District! Learn more at dgparks.org.

THE OPPORTUNITY: As the Recreation Program Coordinator for the Downers Grove Park District, you'll have behind the scenes influence into recreation management. You will work both independently and with the recreation team to assist with development, implementation, and evaluation of recreation programs. You will have an office at the Lincoln Center in Downers Grove however, you will have the opportunity to help with programs held at other facilities and parks within the district. As the Recreation Coordinator you will be the go-to person for the day-to-day operations of the birthday parties, rentals, and active adult programs, as well as assist with most park district special events.

WHAT YOU GET:

In exchange for your time and talent, this Part-time Class 1 position pays \$16 per hour, including IMRF benefits

Free Fitness Membership at 4500 Fitness

Paid vacation, personal and sick time

WHEN YOU'LL WORK:

A typical weekly schedule would be:

Typically, Tuesday – Friday 8:30am – 2:00pm and Saturdays from 9:00am – 3:00pm.

Some flexibility required depending on program and event schedules – may be occasional weekend and evening.

A DAY IN THE LIFE:

Research industry trends and standards for program development

Provide input and suggestions into new programs, as well as improvements to current programs

Review seasonal program guide

Work in Rec Trac (our recreation management software)

Help to coordinate, plan, and evaluate birthday parties, special events, and adult/family day trips

Attend adult and family day trips, as needed

Assist with Lincoln Center facility rentals

Cover for front line program staff as needed

Attend district staff meetings, trainings and special events

Ensure all follow Park District's safety policies are being followed and implemented

ABOUT YOU:

18 years of age or older

Self-motivated

Can successfully work independently and part of a team to achieve assigned goals

Previous experience working in a Park District or recreation program such as camp counselor, program instructor, facility attendant, customer service or program/event volunteer.

Ability to provide a high level of customer service to internal and external customers

Able to maintain positive and effective working relationships with other employees, participants and the public

Can stay composed in periods of high activity and in emergencies

Strong problem solving and communication skills

Able to adapt to changes in environment and program structure

Experience with Microsoft Office Suite

Experience with Rec Trac preferred, but not required

WHAT SETS US APART:

Flexible hours

Supportive and friendly coworkers

Collaborative and connected management

Develop your problem-solving, communication, and leadership experience

Learn important life skills such as time management and influencing others

Work for a Distinguished Agency Park District

**For more information and to apply please visit our website at
<https://www.dgparks.org/careers-opportunities>**