



## **Senior Center Program & Tour Coordinator, Part-Time, IMRF Eligible**

Arlington Heights Park District

**Contact Name:** Kristy Henson

**Contact E-mail:** khenson@ahpd.org

**Contact Phone:**

**Closing Date:**

**Salary:** \$18-\$20

### **Description:**

#### HPD OVERVIEW

The Arlington Heights Park District (AHPD) is a public park and recreation agency located in Arlington Heights, Illinois—one of the largest communities in Chicago's prestigious northwest suburban corridor. Our mission is to enrich the community by providing fun, accessible and impactful recreation and facilities for every age and season. However you choose to recreate, we have something for you. We aim to serve everyone equally and fairly across our 29 facilities—including five community centers with outdoor pools, Arlington Ridge Center, two tennis clubs, two public golf clubs, Lake Arlington, Arlington Heights Historical Museum and Senior Center—and 58 parks across 716 acres of land. In our 95-year history we have earned multiple distinctions recognizing our high-quality standards of excellence, including three National Gold Medal Awards, maintaining a Moody's AAA bond rating for nine years and receiving multiple awards for fiscal responsibility.

#### JOB OVERVIEW

The Arlington Heights Park District is hiring for a dynamic, customer service focused individual who enjoys interacting with active adults. Duties include designing, executing, and escorting day and overnight tours of interest to our active adult patrons. Additional job duties include assisting with Senior Center Park District office operations including processing in-person and phone program registrations, answering questions about the Tour Club, Wood Shop, special events, luncheons and other Park District programs. This position works approximately 24-28 hours per week and is an IMRF eligible position.

#### ESSENTIAL JOB DUTIES

Designs tours of interest to active adult patrons that include motor coach transportation, entertainment, meals and other contracted services

Develops a daily itinerary for each tour which specifically itemizes each location, time, fee, address, driving directions, contact person, menu, show times, contract arrangements, deposits etc.

Assists with day to day operations of Park District office

Maintains and updates files, reports, class lists, waivers, membership cards and other materials

Answers telephone and responds to inquiries from public

#### EDUCATION, EXPERIENCE AND TRAINING

AA/AS in any field; BA/Bs in Hospitality or Tourism or a closely related field from an accredited college or university preferred

Minimum one to three years' experience in tourism, hospitality or the travel industry

Or, any equivalent combination of education, experience and training

Adult CPR and AED Certification required within six months of employment, Adult CPR and AED Certification preferred

Interested applicants may apply here: <https://ahpd.bamboohr.com/careers/62?source=aWQ9MjQ%3D>