



Full-Time Nature Center Coordinator

Bartlett Park District

Contact Name: Eric Leninger

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Contact Phone: (630) 540-4800

Closing Date: 2023-05-26

Salary: \$40,000 - \$45,000 annual salary DOQ

Description:

ABOUT US

The Bartlett Park District is a local government agency that provides 597 acres of beautiful parks and outstanding recreational opportunities for the residents of Bartlett, Illinois and surrounding neighbors. Major facilities of this Distinguished Accredited Agency and two-time National Gold Medal Finalist includes 43 parks, a community center, indoor and outdoor aquatic centers, a 9-hole golf course and an 18-hole golf course, banquet and reception facility, ski hill, athletic field complex, nature center, gymnasium, and more.

PRIMARY DUTIES

- Assist in managing the Nature Center Operations
- Process registration payments
- Assist in the hiring, training, scheduling, supervising, evaluating staff and volunteers. Including orientations and meetings as needed
- Able to handle and care for animals in a safe and appropriate manner
- Help and assist at special events including evenings, weekends, and holidays
- Submit reports on a timely basis and assist others in producing reports
- Review, accurately calculate, and approve employee time sheets as needed
- Monitor staff performance, take appropriate disciplinary action when needed, and complete staff evaluations for part time employees annually
- Assist in the management of programs, including teaching programs as needed
- Assist with maintaining cooperative working relationships with the Forest Preserve of DuPage County, Illinois Department of Natural Resources, Boy Scouts of America, and Girl Scouts of the USA
- Works with NWSRA on supporting participants inclusion and medication needs.

QUALIFICATIONS

- Associate's degree from an accredited college of university with major course work in business administration, recreation, environmental, natural resources, or related field

- Minimum of 3-5 years of progressive experience in administrative or office management
- Strong organization management, supervision, attention to detail, problem solving, along with excellent communication skills required
- Preferred experience in processing program registrations
- Experience with Paycom and/or RecTrac software is a plus

SCHEDULE & PAY

This is a full time, FLSA Exempt position. Hours generally are Tuesday-Saturday, 8:30AM – 4:30PM. Hiring Range is annual salary of \$40,000 - \$45,000 DOQ.

BENEFITS OFFERED

In exchange for your time and talent, we offer a generous benefit package:

- Medical, dental, and vision coverage, along with life insurance (basic and voluntary)
- Pension plan (Illinois Municipal Retirement Fund)
- 457 Defined contribution plan and Section 125 Flexible Spending Account
- Paid holidays and vacation time, tuition reimbursement, facility discounts & usage benefits

Deadline to apply is Friday, May 26th. Apply online via the District's website: www.bartlett-parks.org

The Bartlett Park District is an Equal Opportunity Employer.