



Recreation Program Coordinator

Downers Grove Park District

Contact Name: Samantha Donovan
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Closing Date:
Salary: \$18 per hour

Description:

The Opportunity:

As the Recreation Program Coordinator you will get a hands on behind the scene look into recreation management. You will work both independently and a part of the recreation team to assist with development, implementation, and evaluation of recreation programs. You will work directly out of the Lincoln Center in Downers Grove but will have the opportunity to help with programs held at other facilities and parks within the district. As the Recreation Coordinator you will assist with district special events, act as support staff for preschool, camps, active adult, birthday parties, and any other district programs as needed.

What you get:

You will be a year-round, part-time, IMRF eligible employee that is paid \$18 per hour
You will work an average of 28 hours per week, not to go over 1,500 hours in a year
Free Fitness Membership at 4500 Fitness
Paid vacation, personal and sick time

Your typical weekly schedule would be:

Monday – Friday 8:30am – 2:00pm
But would need to flexible as there may be occasional evening and weekend hours depending on programs/events.

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 assigned programs including but not limited to birthday parties, special events, and adult/family day trips Attend adult and family day trips, as needed 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

How to Apply:

Complete online application at dgparks.org/careers-opportunities please include resume