



## **Peck Farm Park Program Coordinator (Full-time Exempt)**

Geneva Park District

**Contact Name:** Adam Dagley  
**Contact E-mail:** [adagley@genevaparks.com](mailto:adagley@genevaparks.com)  
**Contact Phone:** 6302628244  
**Closing Date:** 2023-08-31  
**Salary:** 48,000 + DOQ

### **Description:**

#### Summary:

We are seeking a highly motivated and organized Program Coordinator to join our dynamic team. As a Program Coordinator, you will play a crucial role in supporting the operations and overall success of Peck Farm Park, and the Geneva Park District. Under the direction of the Manager of Peck Farm Park Interpretive Center, the Program Coordinator is responsible for general program duties at Peck Farm Park; assisting with and leading classes, programs, camps and tours; assisting with exhibits; general maintenance of the facilities as needed; and special duties as assigned.

#### Supervisor:

The Program Coordinator reports to the Manager of Peck Farm Park Interpretive Center and the Superintendent of Recreation.

#### Qualifications:

- Four-year degree from an accredited university or college; or the equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.
- a passion for the outdoors and a willingness to learn natural history topics and the ability to present these to the public as needed.
- Experience with public speaking and the ability to speak comfortably in public, as well with people of all ages, lead interpretative tours, and recruit and motivate volunteers.
- Enthusiasm, reliability, ability to take initiative, ability to work independently and as part of team, and flexible schedule all very important.
- Experience with Microsoft Office.
- Experience handling and caring for native captive animals, such as fish, amphibians, reptiles, or invertebrates desirable.

#### Hours:

The Peck Farm Park Program Coordinator shall have varying hours due to programs, special events and facility operating hours. Due to the varying nature of the work, evening and weekend hours of

duty are expected.

#### Essential Functions:

##### Administrative:

1. Assist with and lead, as necessary, interpretative programs at Peck Farm Park with an emphasis in environmental education, natural and cultural history, for individuals and groups of all ages, including families, scout groups, school groups, preschoolers, birthday party groups, and adults.
2. Understand and interpret recreational, educational, historical and environmental resources at Peck Farm Park to all visitors.
3. Maintain displays and exhibits for the Nature Discovery and History Rooms. General maintenance of the Peck House and park grounds as needed.
4. Learn, understand and share the natural and cultural history of Peck Farm Park.
5. Assist in the planning and implementation of seasonal events and programs.
6. Answer phones; respond to inquiries for information, and general office duties as required. Greet public as needed in the Peck house or on park grounds.

##### Communications:

1. Inform the Manager of Peck Farm Park Interpretive Center of all pertinent matters and work schedule.
2. Communicate all necessary information to main office staff
3. Develop and maintain cooperative working relationships among staff members, program participants, public agencies and community organizations.

##### Personnel:

1. Supervise the work of all part-time and seasonal employees under his/her direction including hiring, scheduling, training, evaluating and, if necessary, dismissal.
2. Conduct staff meetings and/or in-service training programs on a regular basis.

##### Planning:

1. Maintain an adequate inventory of all supplies needed for each of the recreation programs.
2. Maintain an awareness of current trends in all program areas of concentration to be incorporated as a part of the comprehensive plan of the Park District.
3. Prepare and submit proposed program schedules including cost estimates, staff requirements and equipment needs.

##### Safety Program:

1. Responsible for knowing the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to Peck Farm Manager as soon as possible.
2. Obtain, and maintain a valid CPR and First Aid certification.
3. May be designated as Safety Committee Co-Coordinator. In addition to this job description, this employee must adhere to the Safety Coordinator Job Description located in the Safety Manual, Section 5.01.

##### Marginal Functions:

1. Assist all employees of the Park District as needed.

##### Physical Requirements:

1. Handle Park District materials up to 50 lbs. Assistance will be provided when necessary
2. Capable of remaining outdoors for extended periods of time during programs or events in all seasons.
3. Ability to operate Park District vehicles.

Cognitive Considerations:

1. The Assistant Manager must exhibit problem solving skills, while adhering to Park District policies and procedures.
2. Willingness to address operational issues, conflicts, and challenges promptly and efficiently with Manager, and staff under their supervision.
3. Must exhibit good computer skills in order to perform all duties efficiently and effectively.

All interested applicants should submit a resume to Adam Dagley at [adagley@genevaparks.com](mailto:adagley@genevaparks.com) or visit <https://www.applitrack.com/genevaparks/onlineapp/default.aspx?Category=Recreation> to apply