



Parks and Recreation Coordinator

Village of Hinsdale Parks & Recreation Department

Contact Name: Tracy McLaughlin

Contact E-mail: tmclaughlin@villageofhinsdale.org

Contact Phone: 630-247-6364

Closing Date:

Salary: Position wage range is \$44,840 - \$65,018 annually. Starting rate is dependent on qualifications

Description:

POSITION: Parks & Recreation Coordinator

DATE: January 6, 2024

DEPARTMENT: Parks & Recreation Department

REPORTS TO: Superintendent of Parks & Recreation

PAY GRADE: Position wage range is \$44,840 - \$65,018 annually.

Starting rate is dependent on qualifications

FLSA STATUS: Non-Exempt, Hourly, 37.5 hours / week

Position Purpose:

This position is responsible for all administrative services/clerical support for the Parks & Recreation Department and performs coordination of contracted recreation programs. The position provides exceptional customer service to both internal and external customers. The position also plays a key role in preparation of Park and Recreation Committee meetings including agendas, packets, room set-up and minutes. This position provides support for department memorandums, special projects, initiatives, select special events and village-wide initiatives.

Supervision Exercised:

None

Job Duties:

Essential Functions:

- Assists with brochure development and thoroughly proofs the seasonal brochure before it is published.
- Manages daily cash balance reports.

- Enters program registrations into RecTrac database and files registration forms appropriately. Additionally, trouble shoots RecTrac issues as needed. Handles all program registration refunds and cancelations of classes. Provides analytics on program registrations.
- Creates KLM Lodge revenue report, bills caterers and refunds security deposits.
- Invoices sponsors and field rentals as assigned.
- Inputs requisitions into Munis, as approved by the Superintendent, and generates assigned purchase orders.
- Assists with the creation and distribution of Parks & Recreation brochures, along with entering all program information into RecTrac.
- Assists with the creation of flyers and other marketing material for special events and programs.
- Assists with special event coordination and operations. Assists and attends special events as required.
- Types and processes a variety of administrative materials, correspondence and memos as assigned.
- Types, copies and distributes correspondence and meeting packets for Parks & Recreation Commission and other committee/commissions as required. Additionally, attends all meeting and takes minutes.
- Maintains accurate filing systems, databases and spreadsheets for Parks & Recreation Department operations. Routinely audits filing systems, databases and spreadsheets to ensure accurate and timely information. Purges information as needed.
- Schedules and coordinates meetings and other events.
- Reviews the Village's Park and Recreation website pages for accuracy and posts information as needed on social media sites.
- Assist with the seasonal onboarding of staff and attends job recruitment fairs as assigned.
- Helps the Assistant Village Manager and Parks and Recreation Superintendent with Economic Development Commission events.

- Answers, screens and routes callers. Answer questions and provide relevant information. Refers complaints and difficult inquiries to appropriate personnel.
- Assists customers/visitors. Answers questions and provides general information regarding parks and recreation and the Village of Hinsdale as needed. Refers complaints and difficult inquiries to appropriate personnel.
- Opens and distributes mail and correspondence.
- Provides daily communication of park activities to the Public Service Department.
- Plans and coordinates all non-athletic programs and manages all shelter rentals.
- Operates all tools and equipment needed to perform job duties while adhering to all safety rules and practices. Reports all accidents and injuries according to established Village policy.

Other Functions:

- Performs KLM Lodge reservation duties as required.
- Will be cross-trained to provide finance related services at the Village Hall front counter.
- Place equipment and supply orders as assigned.
- Other duties as assigned.

Environmental Factors:

The work environment generally includes an office setting. The noise level is usually quiet. Occasionally required to work outside at special events. May be subject to inclement weather.

Physical Requirements:

- Regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk and hear. Occasionally required to stand; walk and stoop, kneel, crouch or crawl. May lift and/or move up to 20 pounds. Specific vision abilities include close vision and the ability to adjust focus.

Knowledge, Skills and Abilities:

- Frequent contact with other Village residents, Village employees, vendors, sports organizations, and other government/community agencies; must be able to communicate verbally and demonstrate good customer relation skills.
- Frequently prepares written reports; must be able to effectively communicate in writing.

- Ability to handle multiple tasks simultaneously and in a timely manner.
- Must be able to modify established processes and procedures due to changes in federal, state and local law, Village policy and Department rules/procedures.
- Ability to learn, understand and adhere to all applicable safety precautions and procedures.
- Ability to maintain confidential information.
- Extensive knowledge of office practices and procedures, terminology and equipment.
- Must be able to maintain accurate records. Excellent file maintenance and organization skills required.
- Ability to work with minimal supervision.

Position Requirements:

- At least two years of responsibility in municipal office administration experience and/or recreation programming preferred. A bachelor's degree in recreation or administration is preferred.
- Excellent communication & organizational skills and strong technical ability (MS Outlook and MS Office) are required. Advanced knowledge and skills with computers and software (Outlook, Word, PowerPoint and Excel) is a must. Ability to accurately type along with ability to transcribe recorded dictation preferred. Strong knowledge of RecTrac is preferred. Ability to learn Munis financial software is required.
- Ability to work a flexible work schedule, but dominant hours will be full-time from Monday - Friday, 8 a.m. - 4:30 p.m.

Benefits

The position offers competitive health, dental and vision insurance benefits. The Village offers two deferred compensation plans as well as a post-employment health plan (PEHP). This position participates in the Illinois Municipal Retirement Fund (IMRF) and the PEHP (Post Employment Health Plan).

Process

The selection process includes an application process, interview process, background check and post offer physical and drug screening.

The position is open until filled. The position is expected to be filled as soon as the interview process

and background checks are completed.

Interested candidates should submit an application, resume and a cover letter to the Village of Hinsdale, Attn: Human Resources, 19 E. Chicago Hinsdale, IL 60521, e-mail: hr@villageofhinsdale.org. Visit www.villageofhinsdale.org/jobs for a job application. The Village is an EOE employer.