



## Recreation Coordinator (full-time, up to \$60,000/year) Schaumburg Park District

**Contact Name:**  
**Contact E-mail:**  
**Contact Phone:**  
**Closing Date:**  
**Salary:** Up to \$60,000/year

### **Description:**

#### **ABOUT US**

The Schaumburg Park District is an award-winning public agency that provides its 80,000 residents with a wide variety of recreational facilities, programs, events, parks and open spaces.

#### **JOB SUMMARY**

***This is a fantastic opportunity to begin your career in Recreation!*** As the Recreation Coordinator you will be primarily responsible for basic program supervision, assisting with trainings along with facility and program operations, facility scheduling, and administrative tasks related to the aquatics, fitness, facility management, and special event program areas. This position reports directly to the Superintendent of Recreation Facilities. **IMPORTANT: Work schedule is primarily nights and weekends. These hours can vary based on scheduled events and other operational needs.**

**LOCATION:** This position primarily supports the Community Recreation Center (505 N. Springinsguth Rd, Schaumburg, IL 60194). This position may also provide coverage at Meineke Recreation Center (220 E. Weathersfield Way, Schaumburg, IL 60193), Schaumburg Tennis Plus (1416 N. Payne Rd, Schaumburg, IL 60173) and Sport Center (1141 W. Irving Park Rd, Schaumburg, IL 60193).

**QUALIFICATIONS:** The best applicants will have a Bachelor's Degree and at least one (1) year related experience.

#### **PAY, BENEFITS & WORK SCHEDULE**

This is a full-time year-round exempt position. **Target hiring range is up to \$60,000 per year DOQ** (depending on qualifications). Our full-time benefits package includes:

- **Free and/or discounted Park District classes, programs, events, and memberships for you and your family\*! (\*see definition\*)**
- Medical Insurance
- NEW! Zero Card
- Dental Insurance
- Vision Insurance
- FSA Healthcare
- FSA Dependent Care

- Basic Life Insurance
- Voluntary Life Insurance
- AFLAC Indemnity Plans
- IMRF Pension (Retirement, Disability, Life)
- 457 Retirement Plan (Nationwide)
- Paid Vacation, Personal Days, Floating Holidays, and Sick Time
- Employee Wellness Programs and Incentives
- Employee Recognition Programs

**APPLY NOW!**

Visit us at: <https://schaumburgparkdistrict.bamboohr.com/jobs>

**\*\* Position will be open until filled. \*\* Schaumburg Park District is an Equal Opportunity Employer. \*\***

*Keywords: park, parks, recreation, gym, gyms, exercise, exercising, workout, working out, weight, weights, weight training, athlete, athletic, athletics, sport, sports, sports management, sports conditioning, sports marketing, sports facility management, sports event management, anatomy, physiology, kinesthesia, kinesiology, courts, soccer, baseball, softball, football, basketball, pickle ball, volleyball, gymnastics, party, parties, open gym, team, teams, game, games, tournament, tournaments, referee, referees, umpire, umpires, supervise, supervisor, supervising, manage, manages, manager, managing, management, indoor, indoors, outdoor, outdoors, aquatics, swimming, swim team, lifeguard, lifeguarding, Ellis & Associates*