



Recreation Coordinator

Winfield Park District

Contact Name: Michael Bachio

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Contact Phone: 630-653-3811

Closing Date:

Salary: \$40,000-\$60,000 DOE

Description:

SUMMARY

The Recreation Coordinator is responsible for coordinating and organizing recreational programs. Park District programs are available for individuals aged: early childhood through adults.

The position is full time, but hours may fluctuate to accommodate evening or weekend programs. Recreational programs are organized four times per year. Driving is a part of a worker's responsibilities, as he/she must transport participants to, from and during some activities.

QUALIFICATIONS

Must have a Bachelor's Degree in Park and Recreation Management or a related field. Also, must have experience in operating recreation programs or an equivalent combination of education and experience. 2-5 years of experience preferred. Certification by a professional association is preferred, or within one year of employment. On-going participation in continuing education seminars and workshops is desirable.

A valid Illinois Driver's License is required.

Please email cover letter and resume to Michael Bachio at michaelb@winfieldparkdistrict.com

IMMEDIATE SUPERVISOR:

Superintendent of Recreation

ESSENTIAL FUNCTIONS:

1. Oversee summer and winter camps.
2. Oversee the school Before/After Care program.
3. Oversee the dance and gymnastics program.
4. Active participation in programs, special events and trips.
5. Supervision of program instructors and seasonal staff for Park District.
6. Driving a car, van, or mini-bus to transport participants.
7. Perform all job tasks within rules and guidelines of the District's safety program.
8. Prepares part-time / seasonal staff payroll.

9. Prepares program content for the seasonal brochure.
10. Hire, train and supervise staff for programs.
11. Prepare cost analysis budgeting of programs and activities.
12. Work with other agencies on cooperative programming efforts.

MARGINAL ACTIVITIES:

1. Physical set up/ clean-up of recreational programs.
2. Assisting co-workers in Park District facility by handling new inventory shipments and transporting them to the appropriate location.
3. Assist with covering the front desk duties.
4. Promotion and marketing of recreation programs.

PSYCHOLOGICAL CONSIDERATIONS:

Must have ability to deal with other people under stressful situations.

PHYSIOLOGICAL CONSIDERATIONS:

None.

ENVIRONMENTAL CONSIDERATIONS:

May be required to work during various weather conditions, including hot temperatures.

COGNITIVE CONSIDERATIONS:

Must have ability to read, write, and organize materials. Must be able to supervise others and have good safety awareness.