



## **Senior Center Program Coordinator**

### **Glenview Park District**

**Contact Name:** Jack Scherer

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**Contact Phone:**

**Closing Date:**

**Salary:** \$16-\$18/hour, DOQ

#### **Description:**

**JOB OPPORTUNITY with the Glenview Park District:**

**Senior Center Program Coordinator**

**Park Center East Wing**

**(Part-Time)**

#### **JOB SUMMARY**

We are excited to offer a Program Coordinator position at The East Wing Senior Center. The mission of our Center is to enhance the lives of seniors in our community through friendship, knowledge and recreation. This role is responsible for planning, coordinating, and supervising programs, events and trips at the Senior Center as well as providing general clerical support and registration of participants.

#### **JOB DUTIES TO INCLUDE**

- Building & maintaining positive relations with Senior Center staff, board and members.
- Planning, coordinating, setting-up and supervising assigned programs and events at Senior Center.
- Maintaining seasonal schedule of fitness classes.
- Planning and chaperoning 18-20 trips per year.
- Preparing internal marketing materials and publishing/posting.
- Being present and assisting with assigned events at the Senior Center.

#### **QUALIFICATIONS**

The best applicants will have at least a high school diploma or equivalent along with some college. Prior experience in a senior center environment, event planning, recreational programming highly desirable. Strong interpersonal skills, organizational skills, planning, and marketing skills a must. A valid Illinois driver's license required.

#### **SCHEDULING & PAY**

This is a year round, part time position, working approximately 25 hours/week. Applicants must be available for a typical work schedule of Monday – Friday and occasional evenings and weekends. Target hiring range is \$16-\$18/hour DOQ (depending on qualifications). Complimentary fitness center membership, indoor and outdoor pool membership and additional facility discounts!

**APPLY ONLINE**

Visit us at [www.GlenviewParks.org](http://www.GlenviewParks.org) – click on “Jobs” at the top of the page.

**FOR MORE INFORMATION**

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*If interested, please apply early. Recruiting and interviewing will begin immediately.  
The Glenview Park District is an Equal Opportunity Employer.*