



## **Program Coordinator - Seniors (Part Time / IMRF)**

Wood Dale Park District

**Contact Name:** Sandy Hlousek  
**Contact E-mail:** shlousek@wdparks.org  
**Contact Phone:** 630-948-0859  
**Closing Date:**  
**Salary:** \$22.00 - \$25.00 / hour

**Description:**  
**Position Summary:**

The Program Coordinator will be responsible for the development, coordination, implementation, promotion, and evaluation of senior programs, trips, and Senior Club. The individual may be asked to assist with other recreation programming as needed.

**Work Location:**  
111 E Foster Ave, Wood Dale IL 60191

As well as various parks and facilities throughout the district or venues for trips.

**Benefits:**  
This position would be eligible for Part Time PTO if meets the requirements. Also eligible for some recreational benefits within the district.

**Hours of work :**  
**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.**

**\$22 - \$25 per hour**

**Contact with Others:**  
Position involves regular internal and external customers.

**Essential Job Functions:**

- Maintain good rapport with internal and external customers, providing exceptional customer service on a consistent basis
- Plan, coordinate, set up, and supervise programs, trips, and activities for the senior population
- Prepare, review and coordinate detailed budgets for review by supervisor

- Oversee the use of budget and purchasing controls
- Work in collaboration with local community agencies for programs as needed
- Document and manage paper and electronic files relative to areas of responsibility
- Maintain files for programs within area of responsibility within recreation management software
- Processes invoices for purchases and payments
- Work with Marketing staff to promote programs, trips, services, and registration information
- Assist with submitting written reports, attendance records, accident reports, receipts, and program outlines associated with assigned programs, trips, and activities
- Research, plan, and coordinate trips, activities, and programs for delivery to senior population
- Chaperone on all assigned trips
- Assist Recreation Department staff with various projects and assignments
- Act as a liaison to the Senior Club Board
- Maintain order and enforce rules during programs, trips, and activities
- Be willing and able to drive a 15-passenger mini-bus
- Adhere to scheduled work hours
- Demonstrate and support all park district customer service standards
- Communicate with staff through verbal and written communication
- Various office duties including but not limited to filing, copying, or phone calls
- Adhere to the District's safety and loss prevention policies and procedures
- Follows and encourages safe work practices and participates in risk management activities and trainings
- Document incidents and customer complaints or concerns
- Follow up and address customer inquiries or complaints in a timely manner
- Perform related duties as assigned

#### **Other Job Functions:**

- Adheres to safety rules and regulations and part-time staff procedures as described.
- Assist the Marketing Department with marketing and public relations materials as assigned.
- Solicit donations for programs and events as assigned.
- Communicate with the supervisor on a regular basis to inform him/her of the program status or any program-related concerns or issues.

#### **Qualifications:**

#### **Knowledge of:**

- Recreation software, ActiveNet preferred
- Microsoft Office
- Special events planning and organization
- Senior programming

#### **Ability to:**

- Ability to handle a variety of tasks/situations at one time
- Ability to be patient and courteous
- Ability to communicate both orally and in writing
- Ability to be flexible
- Ability to handle money transactions

#### **Skills in:**

- Microsoft Excel and Word
- Ability to speak and write effectively in English
- Strong leadership skills

- Communication with people

### **Necessary Special Requirements:**

- Must have a high school diploma or equivalent
- College education/experience preferred but not required
- Meet the minimum age requirement of at least 21 years of age.
- Prior experience with seniors, event planning, or recreational programming preferred.
- Valid Illinois driver's license required.
- Must be willing to drive a minibus (15 passenger)
- Must be certified or willing to attain certification in CPR and First Aid within 3 months of hire.
- Strong interpersonal skills and organizational skills.

### **Working/Environmental Considerations:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires flexibility of work schedule which may include days, nights and weekends.
- Requires occasional lifting of heavy objects weighing up to 40 pounds.
- Requires sitting at a desk with computer and phone, with ability to stand and walk as needed.
- Requires walking/standing while on trips, with ability to sit as available.
- Works in public areas, with responsibility for the safety of the public and employees at the Park District.
- Ability to make correct and safe judgments under "normal" and stressful situations and circumstances.
- Work is subject to inside/outside environmental conditions

Please send resume and cover letter including salary expectations to Sandy Hlousek, Human Resources Manager at [Shlousek@wdparks.org](mailto:Shlousek@wdparks.org)

Or apply online through Paycom at

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=151347&clientkey=05EB1538F9E63CC093CC2E4B1C176445>