



## **Permanent Part Time Nature Program Coordinator** City of Elgin

**Contact Name:** Barb Keselica  
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**Contact Phone:** 847-531-7056  
**Closing Date:**  
**Salary:** 20.25 - \$22.25

### **Description:**

#### **CLASSIFICATION DESCRIPTION**

The Nature Program Coordinator, under the direction of the Community Program Supervisor is responsible for program planning, organization, staffing and supervision of assigned Nature Center Recreation programs, special events and administrative duties.

Hawthorne Hill Nature Center is a 67-acre nature center and park providing 2 ponds, acres of woodland, a mile of looped trails, and an interactive nature center. The mission of Hawthorne Hill Nature Center is to educate people about nature, themselves and others through hands-on nature studies, environmental programs, and outdoor recreational opportunities.

#### **GENERAL DEFINITION AND CONDITIONS OF WORK**

- Develop, plan, implement, and led appropriate Nature Center recreation activities, school/scout trips, and programs.
- Develop new programs and implement goals and objectives related to program improvement of the Nature Center in general and program responsibilities.
- Recommend the addition, deletion or revision of programs, locations or activities.
- Assist in annual program budgets.
- Assist in preparing brochure information on a timely basis in accordance to schedule.
- Participate and become involved in organizations and/or community groups whose purpose will be of benefit to the Nature Center.
- Perform duties related to the operation of programs and supervision of the facility.
- Maintain a positive public image and attitude with good public relations and customer service.
- Communicate all matters of importance to the Community Program Supervisor.
- Abide by all City of Elgin rules and regulations as outlined in the Employee Manual.
- Perform other duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Bachelor's Degree in recreation, environmental science, natural resource management or related field.
- One-year full time experience with recreation and/or environmental programming is preferred.
- Possess knowledge of program budgeting procedures and personnel supervision.
- Ability to organize, prepare and present both written and verbally, information to individuals and groups.
- Train, supervise and evaluate personnel and volunteers.
- Be able to demonstrate leadership qualities to perform required work.
- Ability to work pleasantly with community groups, patrons, local government, and fellow employees.
- Ability to enforce all rules and regulations of the City of Elgin Facilities in a diplomatic manner.
- CPR/First Aid certified within 3 months of employment.

### **ADDITIONAL INFORMATION**

**Hours:** Work schedule will have varying hours due to the nature of recreation work, weekday, evenings, and weekends are to be expected based upon programming and facility supervision. Work week 25-29 hours per week.

**Benefits:** Illinois Municipal Retirement Fund, Individual Silver Fitness Membership at The Centre of Elgin, and 25% discount on recreation classes.

Please apply at <https://www.governmentjobs.com/careers/elginil>