



Active Adult Center Coordinator

Downers Grove Park District

Contact Name: Claire Kent

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Closing Date:

Salary: \$19/hour

Description:

The Opportunity: As the Active Adult Center Coordinator, you will get a hands-on and behind-the-scenes experience running a senior center. Even more exciting—you will be the face of the grand re-opening as we open the doors to the Active Adult Center for the first time since pre-COVID! You will work both independently and with your supervisor to assist with development, implementation, and evaluation of senior recreation programs and trips. You will work directly out of the Active Adult Center in the Lincoln Center but will have the opportunity to help with senior programs offsite as well. As the Active Adult Center Coordinator, you will assist with adult and senior program planning, registration, and implementation through research, face-to-face interactions with seniors, and meetings with senior program supervisors in the community.

What you get:

- You will be a year-round, part-time, IMRF eligible employee that is paid \$19 per hour
- You will work an average of 29 hours per week, not to go over 1,500 hours in a year
- Free Fitness Membership at 4500 Fitness
- Paid vacation, personal and sick time
- Your typical weekly schedule would be: **Monday – Friday, 8:15am – 2:15pm**
- But would need to be flexible as there may be occasional evening and weekend hours depending on programs/trips.

A day in the Life:

- Research industry trends and standards for program development
- Provide input and suggestions into new programs, as well as improvements to current programs
- Work in Rec Trac (our recreation management software) to monitor enrollment, register participants and complete transactions
- Independently run the Active Adult Center office by answering phones, registering participants, completing set-up and take-down of daily programs, and checking in participants when they arrive
- Attend senior trips as the chaperone and drive our mini-bus when needed

- Attend community meetings as well as meetings with the supervisor to create and plan programs
- Assist as frontline staff for various programs and events as needed
- Ensure all Park District's safety policies are being followed and implemented
- Other duties as assigned

About you:

- 21 years of age or older
- Self-motivated, positive, and friendly
- Can successfully work independently and as part of a team to achieve assigned goals
- Previous experience working with seniors both one-on-one and as a group leader preferred
- Able to provide a high level of customer service to internal and external customers
- Able to maintain positive and effective working relationships with other employees, participants and the public
- Can stay composed in periods of high activity, high stress, and in emergencies
- Strong problem solving and communication skills
- Comfortable handling cash and processing transactions
- Able to adapt to changes in environment and program structure
- Team player who is excited to jump in and assist where/when needed throughout the district
- Able and willing to drive a 15-passenger mini bus (training provided)
- Experience with Microsoft Office Suite
- Experience with Rec Trac preferred, but not required

Working Conditions/Physical Requirements

Work is generally performed in an office environment and must remain stationary for an extended period of time. This position is considered moderate to frequently physical, and requires standing, lifting, balancing, walking, bending, stooping, and handling materials. This position requires the ability to lift and carry frequently and occasionally lift and carry up to fifty (50) pounds. Frequently operates a computer or other productivity equipment. Must be able to exchange accurate information, assess, inspect, and judge conditions.

What sets us apart:

- Flexible hours
- Supportive and friendly coworkers
- Collaborative and connected management
- Develop your problem-solving, communication, and leadership experience
- Work for a Distinguished Agency Park District
- Make a difference in the lives of our wonderful senior community!

How to Apply:

Complete online application at dgparks.org/careers-opportunities. Please include resume.

Equal Employment Opportunity

The Downers Grove Park District is an Equal Opportunity Employer which has been, and will continue to be, a fundamental principle at the District, which bases employment upon personal capabilities and

qualifications without discrimination because of an individual's actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), age, national origin, citizenship status, work authorization status, ancestry, marital status, veteran status, disability, association with a person with a disability, sexual orientation, genetic information, unfavorable discharge from military service or military status, civil union partnership, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other protected characteristic as established by law.

Applicants requiring a reasonable accommodation to participate in the hiring process may contact HR at careers@dgparks.org

The District is required by Illinois Statute (70 ILCS 1205/8-23) to obtain a criminal conviction information concerning applicants, and shall perform a criminal background check for applicant for all positions, including the position for which you have applied. Applicants are not obligated to disclose sealed or expunged records of convictions. Conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the District. All other convictions shall not automatically disqualify the applicant from consideration, but rather, the conviction will be considered in relationship to the specific job.