



## **Program Manager**

### Village of Riverside - Parks & Recreation

**Contact Name:** Ian Splitt  
**Contact E-mail:** [isplitt@riverside.il.us](mailto:isplitt@riverside.il.us)  
**Contact Phone:** 708-447-2700  
**Closing Date:**  
**Salary:** Starting at \$20.00/hr

#### **Description:**

Come grow with us in Riverside, "the Village in the Forest!"

We are currently seeking an enthusiastic and energetic team member to join us as a Program Manager. You will play a vital role in creating and fostering a safe, fun, and positive environment for both our Before and After School Program and our Summer Camp.

Located just 9 miles from downtown Chicago, the Village of Riverside is a National Historic Landmark Community designed by visionary landscape architect, Frederick Law Olmsted. We have a highly-collaborative workplace that values employee contributions and ideas that improve Village processes and customer service. At the Village, we are committed to supporting our employees and providing opportunities to grow and expand their skillset.

Learn more about our wonderful village at <https://www.riverside.il.us/GetToKnowRiverside>

The part-time Program Manager is responsible for assisting the Recreation Supervisor with tasks related to Summer Camp and the Before and After School Program. These tasks include recruitment, hiring, training, scheduling, evaluating and supervising various part-time recreation staff. This position will also supervise children for the Before and After School Program and may be assigned to work various Parks and Recreation Special Events.

This position's salary range is \$15.00 - \$29.00 per hour with excellent benefits and an expected starting rate of \$20.00. Hours can range from 6:15 AM – 6:00 PM, but not to exceed 8 hours per day and would average 29 hours per week. Trainings and events may be outside of the average time. Total annual hours of work will be approximately 1500.

You will receive 1 personal day, 12 holidays, 6 days of paid sick leave, and 5 days of vacation annually.

The Village offers an excellent benefits package with participation in the Illinois Municipal Retirement

Fund (IMRF), annual merit increases, voluntary participation in the IMRF Voluntary Additional Contribution (VAC) fund, MissionSquare (457 plan) and supplemental life insurance.

The Village of Riverside is committed to compliance with the Americans with Disabilities Act and is an Equal Opportunity Employer. Diversity, Equity, and Inclusion are critical to the Village's success. The Village seeks to recruit the most talented individuals from a diverse candidate pool and strongly encourages applications to be submitted from all genders, all races, all sexual orientations, people with disabilities, and Military Veterans.