



Program Coordinator (Seniors)

Foss Park District

Contact Name: Lonette Hall

Contact E-mail: lhall@fossark-district.org

Contact Phone: 847-689-7480

Closing Date:

Salary: \$26,622 - \$32,538 DOQ

Description:

General Duties: Under the direction of the Superintendent of Recreation; the Recreation 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. This position does not supervise any staff.

Hours of work:

- This is a year-round, part-time position, working approximately 25 - 29 hours/week.

Benefits:

- This position would be eligible for part-time PTO if meeting the requirements. Also eligible for some recreational benefits within the district.

Qualifications:

- 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.
 - A valid drivers' license required.
 - Must be willing to drive a minibus (15 passengers).
 - Must be certified or willing to attain certification in CPR and First Aid within 3 months of hire.
 - Strong interpersonal skills and organizational skills.
-
- Bi-lingual preferred

Knowledge and Ability

- Recreation Software (a plus), Microsoft Office Suite
- Ability to speak and write effectively in English
- Strong leadership and can communicate with people
- Ability to handle a variety of tasks/situations at one time
- Ability to be patient and courteous

- Ability to be flexible, communicate both orally and in writing
- Ability to handle money transactions.

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
- Document and manage paper and electronic files relative to areas of responsibility
- Maintain files for programs within area of responsibility within recreation management software
- Process 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
- Acts as liaison to the Senior Club Board
- Maintains order and enforce rules during programs, trips and activities
- 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
- Documents 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 as described.
- Solicit donations for programs and events as assigned.
- Communicate with supervisor on a regular basis to inform him/her of the program status or any program-related concerns or issues.

Working Conditions

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 or heavy objects weighing up to 40lbs.
- 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 judgements under "normal" and stressful situations and circumstances.
- Work is subject to inside/outside environmental conditions.