



Recreation Coordinator

Geneva Park District

Contact Name: Kelly Wales

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Closing Date:

Salary: Starting salary range \$48,000- \$50,000

Description:

The Recreation Coordinator plays a crucial role in supporting the Kids' Zone Before & Afterschool Program, Day Off Trips, Holiday/Summer Camps, and various special events. Reporting to the Recreation Supervisor, the Assistant Superintendent of Recreation, the Superintendent of Recreation and the Executive Director, the Coordinator is responsible for assisting in managing staff, developing quality programs, and maintaining effective communication with participants, staff, and community organizations.

To qualify, candidates must be 21 or older, hold a Bachelor's degree in Recreation Administration or a related field, and have at least 3 years of experience working with school-aged children. Strong communication skills, attention to detail, and proficiency in MS Office are essential, with RecTrac experience preferred. Additional requirements include a valid CDL (or the ability to obtain one), background clearance, and current CPR/First Aid certifications.

Key responsibilities include supervising program staff, managing field trips and transportation, preparing staff schedules, monitoring program budgets, and overseeing program supplies. The Coordinator also ensures open communication between the Park District, School District 304, and FVSRA staff, while providing support in registration, evaluations, and seasonal promotions. Safety is a priority, with the Coordinator responsible for adhering to and promoting the district's safety protocols.

Physical requirements include the ability to operate Park District vehicles and lift up to 50 pounds, while cognitive expectations involve sound judgment, problem-solving skills, and leadership abilities. The success of Kids' Zone and related programs is closely tied to this position, which requires flexibility and adaptability to maintain the highest program standards.

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