



Program Manager - Adult/Senior & Community Outreach

Hoffman Estates Park District

Contact Name: Kimberly Engler

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Closing Date:

Salary: \$57,000 to \$70,000

Description:

The Hoffman Estates Park District is excited to announce a professional opportunity within our Recreation Department. The Program Manager of Adults/Seniors and Community Outreach Events position is the perfect combination job of programming and events. We are looking for a creative individual to enhance our adult offerings and someone who can run our community outreach events. This future employee with strong organizational and communication skills will help us build our community outreach to the Village of Hoffman Estates. HEParks is a multi-award-winning park district. We stand unparalleled in the state of Illinois with both overall state and national accreditations combined with national Gold Medal awards.

HEParks represents a dynamic community with over 50,000 residents, boasting 900 acres of open space, and more than 80 parks. Among our amenities are two recreation centers, a two-sheet ice arena, the Seascape family aquatic center, an 18-hole golf course with a TopTracer facility, and a remarkable 100,000+ sq ft fitness center (the Club). We take pride in offering the very best in park district services and facilities.

We are seeking an energetic and dedicated professional to join our team of 75 full-time staff. This individual will report directly to the Superintendent of Recreation Programs. Daily responsibilities include enhancing Adult Programs, Manager of the Senior programming (trips, luncheons, drop-in activities) and District Special Events.

- Seasonal events include events such as Kids to Parks Day and the UnPlug event.
- Community village outreach responsibilities include: coordinating the children's entertainment for 4th Fest and being the staff liaison for Thursday Summer Concerts on the Green, German Fest, National Night Out, and Fire Department Open Houses.

The Park District offers excellent benefits, such as health, vision and dental insurance, IMRF pension, and complimentary program and facility usage, just to name a few. Continuing education opportunities are provided along with a great work-team atmosphere.

Apply today, as we will promptly interview quality candidates upon receiving their resumes. The Hoffman Estates Park District is a proactive equal-opportunity employer.

Click Here to Apply Today!

Function

The Program Manager – Adults/Seniors/Community Outreach is responsible for the planning, operation, and organization of Adult/Senior recreation programs. as well as running seasonal special events and assisting with Community Outreach events.

Supervision Received

The Program Manager is under the direct supervision of the Superintendent of Recreation Programs.

Experience

Must hold a CDL or be eligible and able to obtain within 6 months from hire.

A minimum of 3-5 years of work experience in Recreation including part-time work. Recreation programming and/or event planning experience is preferred.

Education

Bachelor's Degree or 5 years of progressive work experience in the Recreation field

Job Classification & Grade Salary Range

Exempt Grade 3 Salary Range (\$51,000 - \$77,500)

Hiring Range

\$57,000 - \$70,000

APPLY Here