



## **Program Coordinator**

### **Berkeley Park District**

**Contact Name:** brian ramsey

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**Contact Phone:** 708-368-2033

**Closing Date:**

**Salary:** \$23,000 - \$33,500 (\$22.60 - \$25.50/Hour)

#### **Description:**

##### **DESCRIPTION**

To apply or review a complete Job Description, please visit our website at <https://berkeleyparkdistrict.com>

##### **SUMMARY**

The Berkeley Park District is a diverse community of approximately 5,500 residents, located between the communities of Elmhurst and Hillside. The Park District has two (2) park sites and one Fieldhouse style building that serves as their Administrative Office and provides space for a variety of recreation programs. This position is the primary coordinator for all Recreation & Athletic Programs as defined in the job description including, but not limited to: Exercise/Fitness; Pickleball & Sand Volleyball Leagues & Tournaments; and a variety of Special Events. Additional duties include the development of the Program Guide and other marketing initiatives, as well as creating new programs based upon the growing needs of the community.

##### **QUALIFICATIONS**

- Education: Bachelor's degree in Parks & Recreation, Sports Management, or a related field from an accredited school, and at least two (2) years full time or part time relevant work experience (preferred).
- Entry Level Candidates and students working towards a degree may be considered and encouraged to apply.
- Certified with the Illinois Parks & Recreation Association, NRPA, or similar professional organization (preferred).
- Must have a strong knowledge of Microsoft systems.
- A valid Illinois driver's license required.

##### **COMPENSATION**

The starting salary range is \$23,000 - \$33,500, based upon qualifications, and a 25 hour work week with a hybrid work schedule. No benefits with the exception of PTO.

**TO APPLY**

Please email a cover letter expressing your interest, a resume, and three (3) references to:  
Brian Ramsey, District Administrator  
Berkeley Park District  
1200 Lind Avenue  
Berkeley, IL 60163  
708-368-2033 Mobile  
brianramsey@berkeleyparkdistrict.com

This position will remain open until it's filled. Berkeley Park District is an EOE.