



Adults 50+ Coordinator

Mundelein Park & Recreation District

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Closing Date:

Salary: \$18.43 - \$23.04 DOQ

Description:

Are you passionate about creating engaging and enriching programs for active adults? The Regent Center is looking for a dedicated Adults 50+ Coordinator to lead the way in providing exceptional programs, special events, and services tailored to our 50+ community. In this role, you'll oversee daily operations, develop innovative activities, and cultivate a welcoming environment where adults can thrive. If you're an energetic leader with a background in recreation, education, or gerontology-and want to make a positive impact, submit your application today!

Summary

The Adults 50+ Coordinator is responsible for coordinating programs and services for adults with an emphasis on the 50+ years old population. This position is responsible for the supervision of day-to-day operations of the Regent Center facility, including the scheduling of daily programs and activities. The Coordinator will create, supervise, and execute a wide range of adult and senior programs, supervise program contractors, instructors and/or volunteers, coordinate special events and trips for active adults, promote Regent Center memberships and provide resource referrals. This position requires working some nights, weekends and holidays as needed to successfully carry out the essential functions of this job.

Qualifications - Education, Experience and Training

B.A. or B.S. in Recreation Administration, Education, Gerontology or related field is preferred. High School Diploma required. Minimum of one year of experience in the field is required. Minimum of three years of experience in the field is preferred. Certification as a Certified Parks and Recreation Professional (CPRP) is preferred. CPR, First Aid and AED Certification required and if not certified, must become certified within 90 days of employment. Candidate must also possess a valid Illinois class "D" driver's license.

Duties and Responsibilities

Essential Functions

- Supervise the work of Adults 50+ Group Fitness Instructors, Adults 50+ Program Instructors, program contractors, and volunteers.
- Assist with Regent Center front desk operations and organization, including the daily duties and tasks of the Regent Center Customer Service Attendant position.

- Assist with supervision of Regent Center Customer Service Attendants and Regent Center Facility Rental Attendants. Coordinate the daily activity schedule for the adults 50+ population consisting of social, recreational, educational, cultural, wellness, and service programs.
- Instruct adults 50+ programs as needed and appropriate.
- Develop, coordinate, promote, evaluate and supervise a comprehensive offering of special events, trips, and workshops for the adults 50+ population.
- Prepare seasonal brochure information and create publicity materials in cooperation with the marketing department.
- Work with marketing staff to create annual marketing plans for areas of responsibility. Ensure the timely marketing of programs and events from a strategic perspective, including production of flyers, brochures, press releases, social media posts and other promotional materials.
- Create and distribute the Regent Center newsletter for facility members.
- Work with staff to create a yearly calendar of programs and events.
- Plan and execute special events and projects, as requested.
- Promote and process payments for Regent Center memberships and programs.
- Complete assigned reports, projects and research studies.
- Prepare monthly board report.
- Work with supervisor to review and evaluate all senior programs, trips and events, making recommendations for change and improvements as required to meet opportunity and demand.
- Define personnel and staffing requirements, develop a plan to recruit, hire, train, schedule and evaluate part time staff to include program instructors, contract employment and volunteers for assigned programs.
- Remain informed of current trends and issues in related areas of responsibility.
- Prepare reports, statistics and evaluations on programs and personnel, as assigned.
- Purchase and coordinate program supplies and equipment, as needed.
- Assists with proper set up and clean-up of Regent Center rentals.
- Continuously improve and deliver quality services to all customers.
- Make recommendations for changes and improvements to programs, events and facilities as required to meet community and district needs.
- Deliver quality customer service both internally and externally.
- Quickly and diplomatically attend to questions, suggestions, and/or complaints received by staff.
- Provide accurate information to all patrons and community members and be available to troubleshoot issues, as needed.
- Adapt recreation programs to meet the needs of individuals in accordance with the Americans with Disabilities Act.
- Monitor records of monies received, participation figures, and expenditures within assigned responsibility areas.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Work with community organizations, businesses, and other governmental bodies to promote, implement, and improve programs and services.
- Develop, schedule and implement an annual calendar of in-service training. Ensure staff attendance. Produce and/or update training manuals for staff.
- Train and practice with staff medical emergency, evacuation and disaster plans to be prepared for all emergencies.
- Ensure staff schedules are prepared for areas of responsibility.
- Process payroll for Adults 50+ Group Fitness Instructors and Adults 50+ Program Instructors.

Pay, Benefits and Work Schedule

This is a Part-Time, non-exempt position. The hiring wage range is \$18.43 - \$23.04 per hour, depending on qualifications. The full wage range is \$18.43 - \$27.65. The work schedule is 25 hours per week. Our part-time benefit package includes:

- IMRF Pension (Retirement and Disability)
- Paid Vacation, Personal, Sick and Holiday days
- Employee Wellness Program Incentives
- Complimentary Fitness Membership and Aquatic Passes
- Discounted Recreation Programs and Group Lessons

Established in 1954, Mundelein Park & Recreation District has 34 park sites offering over 735 acres of open space, playgrounds, ballfields, lakes and trails. We offer over 650 seasonal programs, including: dance, youth sports, tennis, karate, golf, gymnastics, adult and youth leagues, swim instruction, art, fitness and wellness, culinary, adult day trips, science classes, and day camps. In addition, we host over 20 annual events, many free to the public.

Don't miss this opportunity, apply today at **www.mundeleinparks.org**. Applications will be reviewed upon receipt and qualified candidates will be contacted shortly after.