



## **Recreation Coordinator**

United City of Yorkville Parks and Recreation Department

**Contact Name:** Tim Evans

**Contact E-mail:** [tevens@yorkville.il.us](mailto:tevens@yorkville.il.us)

**Contact Phone:** 630-553-4350

**Closing Date:**

**Salary:** \$50,000-\$60,000

### **Description:**

The United City of Yorkville is seeking applicants for the full-time position of Recreation Coordinator in the Parks and Recreation Department. Under the supervision of the Recreation Manager, the Recreation Coordinator's main focus of responsibility will entail supporting in the organization, administrative planning, operation and supervision of the year-round athletics program and concession stand operations. The Recreation Coordinator will also assist as needed with special events, child development, fitness programs and the triannual program catalog. This person will also assist with new part-time hires, training and supervision of seasonal staff. This position works with school personnel and special interest groups in coordinating facilities and program needs. This position requires a flexible, energetic, and creative individual who is able to multi-task and has an excellent knowledge of recreation programming and computer knowledge. This position will require weekend and evening hours dependent on programs and events scheduled.

The qualified applicant should have a Bachelor's degree in Recreation Administration, or a related field. Prior experience in the Recreation field is preferred. CPRP certified or ability to obtain certification within the first year is preferred. Applicant must successfully complete a background check and drug screen.

Starting range of \$50,000 - \$60,000. Submit cover letter, resume, and application to Tim Evans via email at [tevens@yorkville.il.us](mailto:tevens@yorkville.il.us). Job description and application can be found online at <http://www.yorkville.il.us/Jobs.aspx>. Applications will be accepted until position is filled.