



Program Coordinator

Berkeley Park District

Contact Name: Brian Ramsey

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Contact Phone: 708-368-2033

Closing Date:

Salary: \$23,000 - \$35,000

Description:

DESCRIPTION

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

SUMMARY

The Berkely 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.