



Part-Time Recreation Coordinator

Park District of La Grange

Contact Name: Kevin Miller

Contact E-mail: kevinmiller@pdlg.org

Contact Phone: 708-352-1762

Closing Date:

Salary: \$22.00 - \$25.00/hr, DOQ

Description:

Status: Part-Time IMRF

Hours: 25-29/week

Schedule: Mon-Fri, early mornings/evenings as required for programs

Benefits:

- Employee discount
- Retirement plan

GENERAL PURPOSE:

The Recreation Coordinator is responsible for assisting in the planning, implementation, and oversight of BASE program, Summer Day Camp, and any other recreation programs or services, under the direction of the BASE & Camp Supervisor. Key duties include working alongside the BASE & Camp Supervisor evaluating and maintaining supervision over the part-time and seasonal staff, programs, activities and services. The Recreation Coordinator will ensure that all activities align with the overall goals, policies, and procedures set by the Executive Director, in accordance with Board of Commissioners' approval.

QUALIFICATIONS:

- **Education:** Associates or Bachelor's degree in Recreation Administration, Early Childhood , or a closely related field preferred.
- **Experience:** At least two years of experience in early childhood, before/after school programming, summer day camps or a related field.
- **Skills:**
 - Basic computer skills, including proficiency in word processing and data entry.
 - Experience with ePact, RecTrac or similar program management software preferred.
 - Budgeting and financial oversight experience is a plus.
- **Other Requirements:**
 - Valid Driver's License.
 - First Aid/CPR/AED certified or ability to obtain certification within 90 days of hire.

ESSENTIAL DUTIES:

Program Operations:

- Assist in the planning, organization, and implementation of the BASE and Summer Day Camp programs.
- Continuously evaluate the effectiveness of the BASE and Summer Day Camp programs and recommend improvements to the direct supervisor.
- Assist in the development and implementation of marketing strategies to promote BASE and Summer Day Camp programs, services, and special events.
- Gather and assess community feedback on BASE and Summer Day Camp offerings to inform future programming.
- Prepare program surveys, evaluate participant feedback, and compile reports.
- Assist the BASE & Camp Supervisor with the preparation of board summaries, monthly, quarterly, and other special reports, as required.
- Develop content for BASE and Summer Day Camp program listings in the seasonal brochure and input details into RecTrac.
- Maintain program records in accordance with district policies.
- Assist Recreation staff, as assigned by the BASE & Camp Supervisor or Director of Recreation, to carry out assigned programs or services, as needed.
- Develop and distribute monthly newsletters, snack schedules, and program updates as assigned.
- Substitute and lead programs as needed or assigned.
- Assist BASE & Camp Supervisor in evaluating staff at the end of the program year/season.

Personnel Management:

- Assist in creating monthly staff schedules.
- Actively supervise BASE & Summer Day Camp Staff on a regular basis to ensure staff are following proper procedures and adhering to safe practices.
- Collaborate with BASE & Camp Supervisor to coach staff in the implementation of activity plans, program procedures, and safety practices.
- Assist in coordinating staff trainings and staff meetings for the BASE and Summer Day Camp programs.

Fiscal Management:

- Assist in monitoring program budgets and recommend adjustments for financial efficiency.
- Aid in the research, development, and review of the BASE and Summer Day Camp program budget.
- Make recommendations for the purchase and replacement of supplies and equipment needed in the BASE & Summer Day Camp programs based on program needs and budgetary considerations.

Customer Service:

- Foster positive relationships with program participants, addressing any concerns or feedback promptly.
- Evaluate the effectiveness of BASE & Summer Day Camp programs from a customer perspective and make improvements as needed.
- Provide input to the BASE & Camp Supervisor regarding the implantation of the BASE & Summer Day Camp programs and activities.
- Ensure high-quality customer service standards are maintained for all patrons and staff interactions.

Other Duties & Responsibilities:

- Assist with special events or community activities as assigned by the direct supervisor or Director of Recreation.

- Participate in committees, focus groups, and relevant professional development opportunities as assigned.
- Attend relevant conferences or workshops to continue developing expertise in assigned programs and related areas.
- Adhere to Park District safety procedures and practices to ensure a safe work environment.
- Resolve customer and staff concerns or emergencies as they arise.
- Perform other duties as assigned.