



Recreation Program Coordinator City of Evanston

Contact Name: Human Resources

Contact E-mail: humanresources@cityofevanston.org

Contact Phone: 847-448-8204

Closing Date: 2025-04-14

Salary: \$38.32-53.65

Description:

Typical Schedule: Monday through Friday: 8:30 AM – 5:00 PM, Additional hours including weekend and evening based on programming needs

NATURE OF WORK:

Under the general supervision of the Senior Services Division Manager, this position is responsible for developing, coordinating, and implementing a comprehensive recreation program for the citizens of Evanston. Programs may include, but are not limited to, active adult programming, trips, groups, and special events.

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):

- Recruits, interviews, and recommends part-time staff, seasonal staff, and contracted program vendors.
- Trains, supervises and evaluates employees and volunteer staff.
- Develops, implements, supervises, coordinates, and evaluates programs, special events, drop-in programs, family activities, and a variety of workshops and seminars related to recreation and social development. Classes are held at the Levy Senior Center and at various sites throughout the city.
- Attends Monthly Board Meetings of Levy Foundation and Advisory Boards

- Assists with conducting community outreach to local organizations, and affiliate organizations.

- Coordinates with the City's Parks and Recreation Division to develop publicity materials by using Canva to create flyers, posters, marketing, and promotional timelines
- May assist with set-up and take down of program equipment for classes and/or rentals
- Prepares a variety of written program material, reports, and correspondence; maintains files as required; and prepares financial records, including budget recommendations, revenue and expense reports, and invoices for payment.
- Consults with other Program Coordinators and the Division Manager regularly regarding Center activities and programs.

- Manages Senior Congregate Meal Program
- Manages Senior Health Insurance Program and its volunteer counselors citywide.
- Assists department-wide with special events
- Supervises the use of all recreation equipment; inspects the equipment regularly for safety, and maintains as necessary.
- Assists with in-service training of new employees and development of current staff as necessary.
- May assist with the registration patrons for programs and activities.
- Provides explanations of rules and regulations, if necessary, to individuals utilizing the center and its programs.
- Recommends purchases, and maintains an inventory, of recreational supplies, which may include supplies for the building.
- May act as Division Manager in the absence of supervisory staff.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS OF WORK:

- Bachelor's degree preferred from an accredited college or university in Recreation, Education, Leisure Studies or a substantially similar area and three (3) years or more of programming experience in a parks and recreation program.
- Must possess three (3) or more years of recreation experience within a culturally diverse community and must possess one (1) or more years of experience in a supervisory capacity.
- Must possess a valid driver's license and a safe driving record.
- Ability to communicate bilingually in Spanish is preferred.
- Certification as a Certified Park and Recreation Professional (CPRP) is preferred.
- Must possess current First Aid/CPR/AED certifications or be able to acquire and present active certifications as a condition of employment.
- Food Service Sanitation Manager certification or ability to obtain within 3 months required
- Senior Health Insurance Program Certification (SHIP) Counselor or ability to obtain within 3 months required

Knowledge, skills, and abilities in the following areas:

- Considerable knowledge of the philosophy principles and practices of public recreation.
- Considerable knowledge of the social and economic characteristics of the community served, especially as such characteristics must be applied to a successful program of services for the center.
- Ability to select, assign, train and supervise the work of employees engaged in the center, as well as engaging volunteers when applicable.
- Ability to plan, evaluate, organize and direct an adequate well-rounded program of services adapted to community preference and needs.
- Excellent verbal and written communication skills, including presentation skills.
- Working knowledge of theory, techniques and applications of municipal management.
- Ability to establish and maintain effective working relationships with a diverse group of "clients" and staff throughout the City and outside the organization.
- Ability to learn, understand and incorporate City ordinances, rules, regulations and procedures into daily activities.
- Ability to prepare work assignments, summaries, and reports.
- Ability to converse in theory, principles, and methods of effective and persuasive speaking, voice, and diction, phonetics, and discussion and debate.
- Ability to work on multiple projects simultaneously, some of which may have conflicting deadlines and/or priorities.
- Ability to identify problems and develop, propose and implement solutions.

- Ability to facilitate meetings and lead special project teams.
- Ability to read, understand and interpret manuals, ordinances, policies and procedures, statutes, rules, regulations, journals, newspapers, memos, letters, reports, financial reports and legal documents.
- Ability to speak before audiences with poise, voice control and confidence, using proper grammar and vocabulary appropriate to the audience.
- Ability to be self-motivated, disciplined, organized, and reliable.
- Ability to be innovative, creative, resourceful and think independently.

PHYSICAL REQUIREMENTS OF WORK

Ability to work primarily indoors and is occasionally subject to outdoor environmental conditions – no effective protection from the weather conditions or temperature changes. The employee performs tasks outdoors related to environmental and recreational programs, the weather can be hot in the summer, etc., while in the fall and spring, it can be cool/cold.

Employee should be able to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force consistently to lift, carry, push, pull, or otherwise move objects, including the human body.

SUPERVISION:

Under the general direction of a Senior Services Division Manager or designee, work is performed with minimal instruction or supervision; therefore, the incumbent must be self-motivated and capable of initiating and developing tasks regularly. Work is assigned through the Division Manager, including the Deputy Director of Parks and Recreation, through specific projects assigned, and through general goals and objectives set by the Department and overall City management. The employee is responsible for prioritizing problems or situations, and/or researching and analyzing specific data. Performance is reviewed through observation, completion of projects, status reports, conferences, and meetings. Guidance is provided through the City Code, departmental policies, City operating practices and procedures, and other resources as applicable to the specific project assigned. Work is evaluated annually with respect to programming initiatives, problem-solving ability, customer service, research and analytical skill, written and verbal communication skills, and performance in accordance with this classification standard.

PUBLIC CONTACT:

The employee has regular and frequent contact with division and department employees and other City employees as well as regular contact with community residents and representatives; and members of the public and representatives of other agencies, including elected officials

SELECTION METHOD | TYPE OF ELIGIBILITY LIST | LIFE OF ELIGIBILITY LIST

Structured Oral Interview

To apply for this position, please apply online at www.cityofevanston.org on or before the closing date.

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-448-8052 (TTY).