



## **PT IMRF Youth Program Coordinator**

### **Fox Valley Park District**

**Contact Name:** Joanne Lamb  
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**Closing Date:**  
**Salary:** \$18 - \$20/hr DOQ

#### **Description:**

The Fox Valley Park District is a dynamic and growing park district that serves a diverse population of more than 236,000 people. Recognized as an Illinois Distinguished Agency, Fox Valley holds the nation's highest honor as a National Gold medal Award winner for excellence in park and recreation management. Serving the communities of Aurora, Montgomery, and North Aurora, the District maintains 168 parks and 48 miles of inter-connected regional trails amid 2,500 acres of parkland. connected by the Fox River, our communities are tied together with the District's commitment to promote vibrant, healthy lifestyles through fun and safe recreation opportunities that are environmentally and fiscally responsible. The Fox Valley Park District....Where Fun Begins!

#### **JOB SUMMARY**

Under the direction and supervision of the Recreation Supervisor, the PT IMRF Youth Coordinator is responsible for assisting with and coordinating BACC Pack, Childcare, Blast Camps, Special Events, and other youth programs at the Vaughan Athletic Center. Other duties include, but are not limited to, planning, organizing, staffing, scheduling, purchasing, instruction, training, and other duties as assigned. The PT IMRF Youth Program Coordinator will serve as an assistant to the Recreation Supervisor. This is an at-will position.

#### **EDUCATION, EXPERIENCE AND TRAINING**

A strong interest in Youth Recreation with an associate degree or at least two years of related experience or an equivalent combination of education and experience. Experience as a Site Coordinator, After School Staff, Childcare Attendant, or related experience is preferred. Knowledge and understanding of recreation administration, supervision, personnel procedures, behavior management, safety, and program planning are required. The preferred applicant should be able to demonstrate excellent customer service skills, along with excellent verbal and non-verbal communication skills. Proficient in MS Office, specifically Word, Excel, Outlook, with the ability to learn other software programs. Past experience with RecTrac and ePACT is a plus. Previous supervisory experience preferred. Must have attention to detail and the ability to multi-task. Must have a valid driver's license and provide own transportation.

Interested applicants should apply online at: <https://www.foxvalleyparkdistrict.org/about->

us/employment/