



Program Manager - Camps, Art, and Kids Club

Glencoe Park District

Contact Name: Adam Wohl

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Closing Date:

Salary: Starting at \$80,000 (Range: \$69,805 – \$101,217)

Description:

Are you a creative leader who's passionate about youth programming, the arts, and building community? The **Gold Medal Finalist Glencoe Park District** is hiring a full-time **Program Manager – Camp, Arts & Kids Club** to join our forward-thinking Recreation Department.

In this key role, you'll oversee our **Kids Club** (before and after school care), **school-age summer day camps**, and **arts and ceramics programming**. You'll lead everything from staffing and budgeting to program planning and implementation — all while creating engaging, high-quality experiences for children and families.

We're looking for someone who brings energy, experience, and a commitment to excellence. If you're ready to lead with purpose and inspire creativity, we want to meet you!

The ideal candidate will bring **at least five years of relevant experience**, a strong background in youth and arts programming, and a passion for serving the community through quality recreation experiences.

Duties & Responsibilities:

- Plan, implement, and evaluate a variety of youth-based programs: before/after school, camps, arts, and ceramics
- Hire, train, schedule, and supervise part-time, seasonal, and contractual staff
- Prepare and monitor annual operating and capital budgets
- Coordinate program logistics, including transportation, scheduling, and facilities
- Build strong relationships with families, contractors, and school district partners
- Promote programs through marketing and guide copy development
- Maintain accurate records and ensure compliance with safety procedures and policies

Qualifications:

- Bachelor's degree in Recreation, Parks & Leisure, or related field (or equivalent experience)
- Minimum of 5 years of full-time experience in recreation or youth program management

- Certified Park and Recreation Professional (CPRP) preferred
- Proficient in Microsoft Office and recreation software (RecTrac preferred)
- Strong organizational and communication skills
- Valid Illinois driver's license
- CPR/AED/First Aid certified or ability to obtain within 6 months

Work Environment & Schedule:

This position is based at the **Takiff Center** and requires availability for evening, weekend, and some holiday programming. Regular on-site visits to program locations and events are expected.

Agency Overview:

Located along the beautiful North Shore of Chicago, the **Glencoe Park District** serves a close-knit, supportive community with high expectations for quality programming. We are a forward-thinking agency with a team-first culture that values innovation, integrity, and responsiveness.

To Apply: Visit <https://glencoe park district.com/work-with-us>. For questions, please contact: Adam Wohl at awohl@glencoe park district.com