



## **RiverPlex Recreation and Special Events Coordinator**

Pleasure Driveway & P.D. of Peoria

**Contact Name:** David Gray

**Contact E-mail:** dgray@peoriaparks.org

**Contact Phone:** 309-681-2823

**Closing Date:**

**Salary:** \$40,000 - \$45,000

### **Description:**

#### **RiverPlex Recreation & Special Events Coordinator**

Top of Form

Job Details

Job Location

RIVERPLEX RECREATION & WELLNESS CENTER - PEORIA, IL

Position Type

Full Time

Salary Range

\$40,000.00 - \$45,000.00 Salary/year

Description

**Duties:** Under the supervision of the Supervisor of RiverPlex & Aquatics, the Recreation & Special Events Coordinator is responsible for:

Recruit groups to hold special events in the RiverPlex Arena.

Plan and facilitate relevant sports leagues hosted at the RiverPlex.

Coordinate and program activities during the non-prime times of the Arena.

Supervise of the indoor rock-climbing wall. Recruit, hire, train, and schedule staff for the rock-climbing wall.

Assist with daily routine arena safety checklists and routine maintenance when necessary.

Work harmoniously with facility maintenance staff to complete larger maintenance projects.

Suggest new ideas and techniques for improvement of operations.

Support the recruitment, hiring, training, and scheduling of part time staff, such as league personnel and officials, special event staff, rock-climbing wall attendants, and others as needed.

Plan, schedule, implement, and evaluate programs and special events in the multi-purpose arena in collaboration with the District.

Assist with the purchase, distribution, and inventory of program supplies.

Participate in the development of goals and objectives for programs and services in accordance with overall goals of the Park District.

Acting as a liaison with community school districts, agencies, and other groups to strengthen relationships and better coordinate cooperative services and programming.

Continue to meet community needs for recreation programs and the improvement/expansion of existing programs.

Prepare and submit records, including registration, attendance, payroll, schedules, invoices, and other documentation as requested.

Follow all safety procedures that pertain to the duties performed. Support all aspects of the Park District's safety program.

Perform all other duties as assigned.

**Essential Functions:** The work requires physical exertion in handling supplies, equipment, and materials relative to the programming content. Bending and stooping, and ability to lift and carry up to 50 pounds may be required on a regular basis. The programmed activities involve everyday risks which require normal safety precautions typical of the recreation industry. The indoor work environment is adequately lighted, heated, and ventilated.

#### Qualifications

**Education:** Four-year college degree preferred. Although a degree is preferred, extensive experience in a like position with similar duties and responsibilities may be substituted for all or part of the educational requirement.

**Experience:** Two years of experience in recreation/sports programming or equivalent preferred. Working knowledge of computers combined with a thorough knowledge of scheduling, programming; leagues, event planning and follow-up.

**Knowledge and Ability:**

Understanding of basic philosophy underlying a sound community recreation program and ability to interpret that philosophy to staff and the public.

Ability to work cooperatively with representatives of community, public and private groups and organizations

Ability to communicate effectively both verbally and in writing. Must possess good working knowledge of recreation and event programming, computer scheduling and ability to maintain a computer working file.

Ability to maintain a good working relationship with staff and promote a positive image through daily interaction with the public.

Extensive knowledge of recreation/sports skills and methods and community resources addressing formulation of well-rounded community programming.

Ability to work independently and maintain a flexible schedule. (i.e. evenings and/or weekends)

Working knowledge and certification of First Aid, CPR, and AED safety precautions employed in a recreational setting.

Ability to be professional, respectful, accountable, innovative, to follow safety procedures, and be equitable to both internal and external customers.

**Benefits and Perks:**

Paid sick days, vacation days and holidays.

Longevity bonus program and wellness program.

Pension and retirement programs and Social Security participating.

Exceptional health plan.

Paid Life Insurance.

Disability Insurance.

Full-time employees and dependents enjoy discounted recreation classes and free admission to select Park District facilities.

The Peoria Park District hires without regard to race, color, religion, sex, age, national origin, citizenship status, ancestry, sexual orientation, marital status, disability, pregnancy, military status or unfavorable discharge from military service, protected veteran status or on the basis of any characteristic protected by law.

All qualified individuals are encouraged to apply.

AN EQUAL OPPORTUNITY EMPLOYER.