



Recreation Coordinator

Winfield Park District

Contact Name: Mike Bachio

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Contact Phone: 630-638-3811

Closing Date:

Salary: \$50,000-\$55,000

Description:

Summary

The Recreation Coordinator oversees the following program areas: Active Adults, preschool, adult education, early childhood education, outdoor facility rentals, and special events. The Recreation Coordinator is responsible for coordinating and organizing recreational programs for early childhood through seniors.

The Recreation Coordinator is responsible for performing the essential functions as outlined in this analysis. The Recreation Coordinator is a full-time, exempt employee. Hours may fluctuate to accommodate evening and/or weekend programs. Driving is part of the employee's responsibilities, as they may transport self or participants to, from, and during some activities. This is an at-will position.

Qualifications

1. A bachelor's degree in Park and Recreation Management or a related field.
2. Experience operating recreation programs or an equivalent combination of education and experience.
3. Certification, or ability to obtain certification within two years of employment, by a professional association, is required.
4. Ongoing participation in continuing education seminars and workshops is desirable.
5. A valid Illinois Driver's License is required.
6. CPR, AED and First Aid certification, or ability to obtain this certification within 3 months of employment, is required.

Immediate Supervisor

Superintendent of Recreation

Essential Functions

1. Perform all job tasks within policies and procedures of the Park District's Personnel and Safety manuals.
2. Attend staff meetings and complete in-service training sessions.
3. Implement, supervise, and actively participate in programs.
4. Supervise all part-time and/or seasonal staff including, but not limited to, hiring, training,

scheduling, and disciplining.

5. Prepare annual reviews and evaluations for part-time and/or seasonal staff.
6. Review and approve part-time and/or seasonal staff timecards and payroll allocations.
7. Drive a car, van, and/or minibus for work purposes.
8. Prepare program content for seasonal brochure.
9. Prepare cost analysis budgeting of programs and activities.
10. Coordinate lines of communication between the park district and community.
11. Follow procedures for emergency situations and building evacuations.
12. Plan and execute all Active Adult trips.
13. Oversee all aspects of the preschool program.
14. Work with other agencies on cooperative programming efforts.

Marginal Functions

1. Physical setup/clean-up of recreation programs
2. Maintain inventory of program supplies.
3. Assist with covering front desk duties.
4. Promotion and marketing of recreation programs.
5. Assist in leading programs, as needed.
6. Assist with special projects.
7. Assist with all aspects of Summer Camp.

Psychological Considerations

Must have the ability to work with other people, sometimes in stressful situations.

Physiological Considerations

Must have the ability to lift materials up to 25 pounds.

Environmental Considerations

Most activities are performed indoors; these conditions include lighting, temperature, and noise. Some activities are performed outdoors; these conditions include all weather conditions such as hot temperatures and sun exposure, cold temperatures, and precipitation.

Cognitive Considerations

Must have the ability to read, write, and speak English. Must be able to understand and follow instructions. Must be able to supervise others. Must possess good safety awareness and judgement. Must exhibit problem-solving ability and good judgement in keeping with the mission of the Park District.

Schedule

40 hours per week plus additional hours, as needed. Schedule may vary based on program requirements.

Pay Rate

\$50,000.00 - \$55,000.00, depending on qualifications and experience.

Benefits

Our full-time employee benefits package includes medical, dental, and vision coverage; basic and voluntary life insurance; IMRF pension plan (retirement, disability, and life insurance); 457B plan; employee assistance program; paid holiday, vacation, and sick days; employee wellness, recognition, and safety programs; free/discounted park district programs, classes, and memberships.