



Grant & Outreach Supervisor

Fox Valley Park District

Contact Name: Katie Kulakowski

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Closing Date:

Salary: \$57,600 - \$70,848 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 171 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 Grant & Outreach Manager, the Full-Time Outreach Supervisor will plan, organize, coordinate, and implement outreach grant programming. This position will be responsible for the oversight of program scheduling, curriculum development, staff training, and supervision of grant-related activities. The Outreach Supervisor will assist with program development to meet grant requirements and will focus on enhancing accessibility and community impact. This is an at- will position.

EDUCATION, EXPERIENCE AND TRAINING

Candidates are required to have a bachelor's degree in Recreation or at least 3 years related experience and or training in related field or possess equivalent work experience in recreation, youth programming, or grant-funded programs. A minimum of three years in program management or community outreach, including staff supervision and program development, is required. Proficiency in MS Office Suite (Word, Excel, Outlook) is essential, with experience in recreation software such as RecTrac being a plus. Strong organizational and communication skills, attention to detail, and the ability to multi-task are necessary. Experience in grant compliance and reporting is preferred. A valid Illinois driver's license and reliable transportation are required.

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