



Senior Coordinator

Cary Park District

Contact Name: Erica Hall

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Contact Phone: 224-888-8717

Closing Date:

Salary: \$17-\$20 per hour

Description:

Duties:

The Senior Coordinator is responsible for the administration, organization, and management of the overall senior programming area within the Recreation Department.

This part-time (non-exempt) position requires an energetic and creative individual who possesses outstanding communication, interpersonal and organizational skills. Must be able to work varying hours to meet program demands of the position. Other required tasks, duties and responsibilities include planning, customer service, public relations, safety & risk management, personnel, financial and facility management. As needed, this position will require driving agency vehicles which includes 14 passenger minibus. A detailed job description is available upon request.

Benefits:

As a park district, we prioritize the health and wellness of our employees. In addition to your competitive salary, we provide numerous additional benefits, including:

- Facility Benefit: Including, but not limited to, free use of the Fitness Center, Sunburst Bay Aquatic Center, and Foxford Hills Golf Club.
- Flexibility: Work-life balance is a priority.
- Employee Assistance Program: Connects you or your dependents to confidential counseling services at no additional charge.
- Paid Time Off: PTO and safety days.
- Pension: Illinois Municipal Retirement Fund (IMRF)

Qualifications:

Minimum requirements for this position include a High School diploma or equivalent with 1 year of related experience. CPR/AED certification, a valid driver's license, and Food Sanitation Manager certification are required.

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