



(Part-Time) Program Coordinator

City of Evanston

Contact Name: Human Resources

Contact E-mail: humanresources@cityofevanston.org

Contact Phone: 847-448-8204

Closing Date:

Salary: \$38.32 to \$53.65 / hour *Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.

Description:

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Scheduled Hours: (Levy Senior Center)

Tuesday- Friday 11:30am-5pm, flexible depending on day trips

NATURE OF WORK:

Under the general supervision of the Senior Services Division Manager, this position supports the development, coordination, and implementation of recreation and wellness programming for Evanston seniors. The part-time coordinator assists with program delivery, outreach, and administrative tasks to ensure engaging and accessible opportunities for older adults. Programs may include active adult classes, day trips, groups, and special events.

ESSENTIAL FUNCTIONS : (specific assignment will include some or all of the following):

Assists in the development, coordination, and evaluation of recreation programs, workshops, and events held at the Levy Senior Center and other sites.? Helps with program setup and takedown, including equipment and supplies.

- Provides support with community outreach, marketing, and publicity materials (including flyers and social media content).
- May assist with volunteer coordination and provide on-site support for part-time staff, instructors, or vendors.
- Registers participants for programs and activities, providing customer service and program information as needed.
- Prepares basic written reports, attendance records, and other program-related documentation.
- Ensures safe use of recreation equipment and monitors program areas.
- Supports special events and citywide senior programs as assigned.
- Performs other related duties as required.

MINIMUM REQUIREMENTS OF WORK:

- Must possess two (2) or more years of programming experience in parks and recreation along with experience within a culturally diverse community; and must possess one (1) or more years of experience in a supervisory capacity. Bachelor's degree preferred from an accredited college or university in Recreation, Education, Leisure Studies, or a substantially similar area.
- Experience working with diverse populations.
- Must possess a valid driver's license and safe driving record.
- Current First Aid/CPR/AED certification or ability to obtain within 3 months.
- Food Service Sanitation Manager certification or the ability to obtain within 6 months.
- Ability to communicate effectively, both verbally and in writing.
- Bilingual Spanish skills preferred.

PHYSICAL REQUIREMENTS OF WORK:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk, sit, climb or balance, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is subject to indoor environmental conditions, protected from weather conditions, but not necessarily from indoor temperature fluctuations. There are no environmental hazards associated with this classification.

SUPERVISION:

Under the general direction of a Senior Services Division Manager or designee, work is performed with minimal instruction or supervision; therefore, the incumbent must be self-motivated and capable of initiating and developing tasks regularly. Work is assigned through the Division Manager, including the Deputy Director of Parks and Recreation, through specific projects assigned, and through general goals and objectives set by the Department and overall City management. The employee is responsible for prioritizing problems or situations, and/or researching and analyzing specific data. Performance is reviewed through observation, completion of projects, status reports, conferences, and meetings. Guidance is provided through the City Code, departmental policies, City operating practices and procedures, and other resources as applicable to the specific project assigned. Work is evaluated annually with respect to programming initiatives, problem-solving ability, customer service, research and analytical skill, written and verbal communication skills, and performance in accordance with this classification standard

PUBLIC CONTACT:

The employee will have contact with the general public in city-owned buildings. The employee may need to respond to questions and complaints and provide general direction to the public; the employee has regular contact with other City employees in order to share information and complete work assignments.

SELECTION METHOD:

Structured Oral Interview

TYPE OF ELIGIBILITY LIST:

N/A

LIFE OF ELIGIBILITY LIST:

Two (2) Years

To apply for this position, please apply online at www.cityofevanston.org on or before the closing date.

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin,

ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-866-5095 (TTY)