



Active Adult Center Coordinator

Downers Grove Park District

Contact Name: Claire Kent

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Closing Date:

Salary: \$19/hour

Description:

About us: The Downers Grove Park District offers quality parks, facilities and programs for people of all ages to enjoy and explore. Home to 48 parks, a recreation center, history museum, nature center, golf course, community center and more, there's something for everyone at Downers Grove Park District! Learn more at dgparks.org.

The Opportunity: As the Active Adult Center Coordinator, you will get a hands-on and behind-the-scenes experience running a senior center. You will work both independently and with your supervisor to assist with development, implementation, and evaluation of senior recreation programs and trips. You will work directly out of the Active Adult Center in the Lincoln Center but will have the opportunity to help with senior programs offsite as well. As the Active Adult Center Coordinator, you will assist with adult and senior program planning, registration, and implementation through research, face-to-face interactions with seniors, and meetings with senior program supervisors in the community.

What you get:

- You will be a year-round, part-time, IMRF eligible employee that is paid \$19 per hour
- You will work an average of 29 hours per week, not to go over 1,500 hours in a year
- Free Fitness Membership at 4500 Fitness
- Paid vacation, personal and sick time
- Your typical weekly schedule would be: **Monday – Friday, 8:30am – 2:30pm**
 - But would need to be flexible as there may be occasional evening and weekend hours depending on programs/trips.

A day in the Life:

- Research industry trends and standards for program development
- Provide input and suggestions into new programs, as well as improvements to current programs
- Work in Rec Trac (our recreation management software) to monitor enrollment, register participants and complete transactions

- Independently run the Active Adult Center office by answering phones, registering participants, ordering supplies for programs, completing set-up and take-down of daily programs and events, and checking in participants when they arrive
- Book and attend senior trips as the chaperone and drive our mini-bus when needed
- Attend community meetings as well as meetings with the supervisor to create and plan programs
- Assist as frontline staff for various programs and events as needed
- Ensure all Park District's safety policies are being followed and implemented
- Other duties as assigned

About you:

- 21 years of age or older
- Self-motivated
- Can successfully work independently and as part of a team to achieve assigned goals
- Previous experience working with seniors both one-on-one and as a group leader preferred
- Able to provide a high level of customer service to internal and external customers
- Able to maintain positive and effective working relationships with other employees, participants and the public
- Can stay composed in periods of high activity, high stress, and in emergencies
- Strong problem solving and communication skills
- Comfortable handling cash and processing transactions
- Able to adapt to changes in environment and program structure
- Team player who is excited to jump in and assist where/when needed throughout the district
- Able and willing to drive a 15-passenger mini bus (training provided)
- Experience with Microsoft Office Suite
- Experience with Rec Trac preferred, but not required

Working Conditions/Physical Requirements

Work is generally performed in an office environment and must remain stationary for an extended period of time. This position is considered moderate to frequently physical, and requires standing, lifting, balancing, walking, bending, stooping, and handling materials. This position requires the ability to lift and carry frequently and occasionally lift and carry up to fifty (50) pounds. Frequently operates a computer or other productivity equipment. Must be able to exchange accurate information, assess, inspect, and judge conditions.

What sets us apart:

- Flexible hours
- Supportive and friendly coworkers
- Collaborative and connected management
- Develop your problem-solving, communication, and leadership experience
- Work for a Distinguished Agency Park District
- Make a difference in the lives of our wonderful senior community!

How to Apply:

Complete online application at <https://www.dgparks.org/careers-opportunities>. Please include resume.

The Downers Grove Park District is an Equal Opportunity Employer.