



Wedding Services Supervisor

Fox Valley Park District

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Closing Date: 2026-01-09

Salary: \$58,752 - \$72,265 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 supervision of the Blackberry Farm Facility Manager the Wedding Services Supervisor is responsible for overseeing the development and growth of weddings at the Fox Valley Park District. The Wedding Services Supervisor oversees weddings and rentals at the event venues at Blackberry Farm and Red Oak. The Wedding Services Supervisor is responsible for the development of the business plan, sales goals and promotion of weddings and rentals. The Wedding Services Supervisor oversees the PT IMRF Weddings and Rental Coordinators and part time wedding staff. Other duties include but are not limited to: developing and implementing marketing plan, staff hiring and training, budgeting and other duties as assigned. This is an at-will position.

EDUCATION, EXPERIENCE AND TRAINING

High School diploma required. Some college education preferred and at least three years related experience and/or training preferred. Strong computer knowledge in Excel, Publisher, Outlook, and Word software. Experience with staff supervision, personnel procedures, and excellent customer service skills required. Strong communication skills in both verbal and written format required. Must have attention to detail and the ability to multi-task. Must have a valid driver's license and provide own transportation.

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