



## Recreation Coordinator

Westmont Park District

**Contact Name:** Luke Wyss

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**Closing Date:**

**Salary:** \$48,000+ - DOQ

**Description:**

## Recreation Coordinator

***Full time, IMRF pension, with low cost health, dental, and vision benefits. Holiday, Sick, PTO, and Vacation included. Free family fitness memberships and program discounts.***

**The Westmont Park District located in Westmont, IL has an opening for a member of our recreation team. The District serves approximately 25,000 residents with over 155 acres of parks, a 9 hole golf course, fitness center, and offers over 1,000 programs each year.**

**Position Summary:**

Primary responsibility is to ensure that all persons have a safe and enjoyable experience while visiting or using the Westmont Park District facilities.

Under the direction of the Superintendent of Recreation, the Recreation Coordinator is responsible for the planning, staffing, implementation, and evaluation of District recreation programs for active adults, active adult events, youth contractual programs, and assist with Westmont Performing Arts. In addition, this position will be the lead for renting Park Place.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Follow and support the personnel policy manual, safety manual, District policies, and attend all trainings as required.
2. Responsible for the planning, promotion, development and supervision of all active adult programs, trips, and active adult events as well as any other programs assigned.
3. Responsible for the planning, promotion, development, execution of all youth contractual programming.
4. Leads the operations of all rentals at Park Place, including scheduling tours, and securing reservations.
5. Act as an assistant to another Recreation Coordinator with the Westmont Performing Arts group.
6. Promotes and maintains positive community relations with the general public.
7. Incorporates the programs into the Park District's total philosophy of recreation and interprets this

- philosophy to participants, leaders and the public.
8. Provides program and event write-ups for seasonal program guides and promotional materials.
  9. Conducts seasonal evaluations of programs and services.
  10. Leads or assists with evening and weekend programs as needed.
  11. Prepares, implements and monitors budget for assigned areas of the recreation department.
  12. Prepares summaries, monthly reports, and periodic and special reports.
  13. Submits proper program/ information into recreation software as well as submit proper program information to the marketing department for the preparation of the seasonal program guides.
  14. Responsible for creating the content for the Senior Newsletter.
  15. Regular communication with the registration staff regarding programs and events of responsibility.
  16. Oversees purchase of supplies and equipment for programs.
  17. Attend appropriate meetings as assigned by the Superintendent of Recreation.
  18. Coordinate, manage, assist, and attend District special events.
  19. Cooperates in promoting, organizing, and directing community wide events involving areas of responsibility.
  20. Works with the Marketing Coordinator for any program and event marketing needs.
  21. Directs part time staff to assist with active adult programs and trips when needed.
  22. Promotes active adult programs and offerings to external groups including the Chamber of Commerce, Village departments, civic and cultural groups, and school districts.

## **HOURS**

Generally, 8:30 am – 5:00 pm (1/2-hour lunch), Monday through Friday. Weekend, holiday, and evening work will be required (varies with the season). Hours will vary during for trips and weekend work required.

## **REQUIRED KNOWLEDGE:**

Comprehensive knowledge of recreation programming, active adult programming, scheduling, and special event programming. Must have good written and verbal communication skills. Maintain daily communication with the Superintendent of Recreation. Must possess the ability to speak in public. Proficiency in computer skills is essential, including expertise in Word, Excel, Outlook. Experience with effectively utilizing the RecTrac registration system.

## **QUALIFICATIONS:**

Bachelor's Degree in Parks and Recreation or related field from an accredited college or university. Full-time experience preferred. Must have a valid Illinois driver's license, with no major violations in the last three years. English must be spoken, read and understood to perform the functions of this position.

## **SAFETY RESPONSIBILITIES:**

1. Obey the practical safety rules, regulations and procedures established by the safety program that is pertinent to the activities conducted by the department.
2. Daily supervision of all staff safety and training programs to ensure compliance by all employees.
3. Promptly report to Safety Coordinator or member of Safety Committee all unsafe actions, practices or conditions observed.

## **EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Personnel and Employment Policy.

## **ESSENTIAL FUNCTIONS:**

In an 8 hour workday employee may engage in activities that may include, but are not limited to: standing, sitting, walking, driving, bending, twisting and lifting.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

English must be spoken, read and understood to perform the functions of this position.

The noise level in the work environment is usually moderate, but may be high in some instances.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

*The Westmont Park District is an Equal Opportunity and Reasonable Accommodation Employer. This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.*

*Full job description available on <https://www.westmontparks.org/about-us/employment/>*

### **How to apply:**

Interested and qualified applicants must send the below to [jobs@westmontparks.org](mailto:jobs@westmontparks.org)

- Resume
- Cover letter
- Westmont Park District **online application**

*First round interviews are anticipated to take place late-February.*