



## **Program Manager**

### **Naperville Park District**

**Contact Name:** Lisette Zuniga

**Contact E-mail:** lzuniga@napervilleparks.org

**Contact Phone:** 630-864-3963

**Closing Date:**

**Salary:** \$69,200/yr - \$76,000/yr

#### **Description:**

##### **Summary:**

Responsible for planning, coordinating, and overseeing passive and active recreation programming for seniors. This role serves as a key point of contact for senior-focused activities, partnerships, and events within the Park District.

#### **Key Responsibilities:**

- Plan, develop, and implement passive and active recreation programs for seniors, including scheduled classes and drop-in activities
- Coordinate and may lead senior trips
- Manage contractual programming, including working with instructors and vendors
- Collaborate with local senior organizations and community partners
- Serve as the primary facility point of contact for The Alfred Rubin Riverwalk Recreation Center
- Assist with the planning and execution of Park District special events
- Monitor program participation and provide recommendations for program improvements

#### **Qualifications:**

- Experience working with senior populations or in recreation programming preferred
- Strong organizational, communication, and collaboration skills
- Ability to work flexible hours, including occasional evenings or weekends for events and trips

#### **Benefits**

<https://npd.sharefile.com/public/share/web-s751fcade1b1746168ccfaafaf8bf98bd>

Full Salary Range: \$69,136.26/yr - \$103,704.38/yr

*To be considered for this position, interested individuals must complete the online application accessible at*

*www.napervilleparks.org/employment. Materials submitted through mail, email, or fax will not be considered.*