



PT IMRF Wedding and Rental Coordinator

Fox Valley Park District

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Closing Date: 2026-02-22

Salary: \$18 - \$25/HR 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 direction of the Wedding Services Supervisor, the Wedding & Rental Coordinator is responsible to sell, coordinate, and service the Fox Valley Park District weddings and rentals at Red Oak Nature Center and Blackberry Farm while adhering to all policies and procedures. This position is responsible for responding to rental inquiries, provide site tours, direct rental staff, enforce rental policies and execute contracts. The Wedding & Rental Coordinator responsibilities include communicating with renters and vendors throughout the planning process, monitor the venue premises and set up rental spaces. 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, Power Point, 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/>