



Education Program Supervisor Grove (Full-Time, Salaried) Glenview Park District

Contact Name: Lorin Ottlinger

Contact E-mail: lorin.ottlinger@glenviewparks.org

Contact Phone: 224-521-2099

Closing Date:

Salary: \$62,844-\$75,000, DOQ

Description:

JOB OPPORTUNITY with the Glenview Park District:
Grove Education Program Supervisor (Full-Time, Salaried)

"Recreate" a better life with a career in the field of Parks & Recreation!

JOB SUMMARY

Go to work surrounded by beautiful nature and rich history! The Grove National Historic Landmark is seeking an Environmental Education Program Supervisor to develop and implement history, science and environmental curriculum and interpretive services at The Grove and Air Station Prairie.

The Grove is 155 acres of ecologically diverse prairie grove land preserved and maintained by the Glenview Park District. The Grove was the home of visionary horticulturist and educator, Dr. John Kennicott and his son, Robert Kennicott, Illinois's first naturalist. The Grove was designated a National Historic Landmark in 1976 and offers educational programs, special events and is open for regular visitation by the general public. Air Station Prairie is a 32-acre tallgrass prairie with a LEED-certified "green" educational facility.

JOB RESPONSIBILITIES

- Develop, enhance, and implement environmental education, history and science curricula for school groups and general visitors.
- Develop and oversee scout programming to include opportunities to fulfill a variety of badge requirements.
- Oversee summer camps, including program development and staff training.
- Oversee public visitation, rentals and retail operations at Air Station Prairie.
- Plan and execute special events and other projects as requested.
- Assist in development and construction of exhibits and labeling.
- Assist in preparation of scientific collections of native plants, animals and insects.
- Work with marketing staff to actively promote programming to teachers and the public.
- Prepare annual budget, financial reports, payroll and other administrative reports.

- Directly supervise part-time and volunteer program staff, including recruitment, training and evaluations.

QUALIFICATIONS

Education: Bachelor's Degree in Recreation, Education, Interpretive Services, Environmental Studies or a related field. Will consider significant and material experience in lieu of formal education;

Experience: Three (3) years of relevant experience, including supervisory experience; **Licenses:** Valid Illinois driver's license required along with own source of reliable transportation.

SCHEDULING & PAY

This is a full-time, year-round position. Schedule is generally Monday-Friday, 8:00 a.m.-4:30 p.m. Occasional evenings or weekends required for special events. The anticipated hiring range for this position is \$62,844-\$75,000, commensurate with experience. The full pay range for this position is \$62,844-\$91,124.

BENEFITS WE OFFER

In exchange for your time and talent, we offer a generous benefit package with a high employer contribution toward employee insurance coverage and personal development opportunities.

- Medical Coverage – PPO or HMO
- Dental Coverage
- Prescription Coverage
- Vision Coverage
- Life Insurance
- Short- and Long-Term Disability (IMRF)
- Short-Term Disability Supplemental (Aflac)
- Pension/Defined Benefit Plan (IMRF)
- 457 Plan/Defined Contribution Plan
- Paid Time Off & Paid Emergency Leave
- Tuition Reimbursement
- Professional Membership Dues Reimbursement
- Public Service Loan Forgiveness
- Park District Facility Discounts and Usage Benefits

HOW TO APPLY

Visit us at www.GlenviewParks.org – click on “Jobs” in the upper right corner.

If interested, please apply early. Recruiting and interviewing will begin immediately.

The Glenview Park District is an Equal Opportunity Employer.