



## Recreation Program Specialist (Full-Time)

Village of Hawthorn Woods

**Contact Name:** Erica De Luca  
**Contact E-mail:** edeluca@vhw.org  
**Contact Phone:** 847-847-3505  
**Closing Date:**  
**Salary:** \$55,900 - 67,900

### Description:

The Recreation Program Specialist is responsible for managing all programs, activities, and workshops offered by the Parks & Recreation Department including youth sports, martial arts, environmental education, and art classes. Responsible for developing and planning new recreation programs for all ages. Assists with current operations of the department including village activities and special events. The Recreation Program Specialist will book private parties, rentals, and internal bookings for our indoor rental rooms, park shelters, and the Aquatic Center.

The Recreation Program Specialist is responsible for the overall operations of the Hawthorn Woods Aquatic Center, including hiring and supervising seasonal staff, overseeing aquatic programs such as swim lessons, diving lessons, and swim team. The Recreation Program Specialist will ensure patron safety, facility cleanliness, and assist with maintaining the water quality.

The ideal candidate will be highly organized and detail-oriented, with strong interpersonal skills and the ability to lead effectively with various groups of people.

### QUALIFICATIONS

- *Education:* Bachelor's Degree in Parks & Recreation, Leisure Studies, or related field.
- *Experience:* 1-3 years of experience in recreation programming or aquatic management (or sufficient combination of education and experience).
- *Certifications:* First Aid and CPR certification; possess a valid driver's license; Certified Park and Recreation Professional (CPRP) designation preferred; Certified Pool Operator (CPO) certification required within 1 year of employment.

### DUTIES

- Plan, develop and implement new revenue-producing recreation programs relevant to the residents of the Hawthorn Woods community.
- Provides supervision to all assigned recreation programs and services; leads and/or teaches various recreation activities.
- Monitors program participation and takes corrective action steps for low enrollment and 2 waiting lists; ensures each program is profitable.

- Recruits, selects, trains, supervises and evaluates seasonal/temporary staff, independent contractors, and volunteers.
- Coordinates all aspects of facility rentals for the Village Barn, Community Room, Pool Parties and pool group usage.
- Coordinates the overall function of our registration software, Active Net, and evaluates the software to keep it functioning seamlessly across the department.
- Manages the overall operations of the Hawthorn Woods Aquatic Center with an emphasis on patron safety. This includes annual maintenance, pool operations, front desk operations, and aquatic programs.
- Oversee the certification and training of lifeguard staff with Lifeguard Instructors (LGI) on staff in order to ensure safe daily operations.
- Ensures the safety of all program and pool participants through enforcing rules, accident and injury reporting, ensuring safety equipment and supplies are stocked and in working order.
- Assist with the planning of implementation of monthly senior activities.
- Assist with the planning and implementation of community special events including 4th of July festivities, the annual Golf Outing Fundraiser, Bark in the Park, Movies in the Barn, and Party in the Park.
- Manage community volunteers for programs and events for the entire department, including parks and sustainability.
- Develops and submits written descriptions and content for marketing pieces including brochures, newsletters, web content, Facebook, and weekly e-blast content.
- Communicate any relevant information to program participants, Aquatic Center members and guests, vendors, contractors, and Village Staff.
- Prepares and maintains management reports and records regarding programs and services.
- Prepares and monitors budgets for recreation programs and the Aquatic Center.
- Responsible for purchasing and coordinating program supplies and equipment.
- Corresponds daily via telephone, email and in-person with Village residents and vendors.
- Manages recreation usage using ACTIVE Net recreation software.
- Position must be available to work evening and weekend hours as needed for programs, events, and operations.
- Performs other duties as assigned.

[Click here to view the full job description.](#)

## **BENEFITS**

The Village of Hawthorn Woods provides a comprehensive benefits package, including IMRF, health, dental, and vision insurance, 457 retirement plans, flexible spending accounts, health savings accounts, paid time off, and holidays.

## **APPLY**

Submit an application and resume to:

Village of Hawthorn Woods

Attn: Human Resources

2 Lagoon Dr. Hawthorn Woods, IL 60047

Phone: (847) 847-3505

Email: [edeluca@vhw.org](mailto:edeluca@vhw.org)

[Click here to download the application.](#)