



Recreation Coordinator

Carol Stream Park District

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Closing Date:
Salary: \$18.50/hour - \$20.50/hour

Description:
****NEW POSITION****

Salary & Benefits:

- \$18.50/hour - \$20.50/hour.
- Partial benefits package, including IMRF pension, program discounts, and complimentary fitness center and Coral Cove Water Park memberships for you and your immediate family.

Hours:

This is a part-time IMRF position that will work approximately 20-25 hours a week, but no more than 1,300 per calendar year. A combination of weekdays, nights, and weekends dependent on the needs of the areas of responsibility.

Position Summary

The Recreation Coordinator is responsible for assisting the recreation division with program oversight and administrative support for childcare programs, adult trips, aquatics, classes, camps, and events.

Essential Job Functions

- Assist with researching and implementing creative programming, including trips, activities, events, and theme days. Ensure programs meet quality, innovation, and consistency expectations.
- Monitor enrollment, waitlists, and ePACT records.
- Inventory, purchase, and organize supplies; minimize expenses, make payments, and manage receipts.
- Provide hands-on support for programs and events, including preparation, and set ups.
- Provide leadership and oversight while effectively communicating procedures and expectations to program staff. Share direct, constructive feedback to staff to maintain high quality program standards.
- Sub for staff, and fill in for Supervisors when necessary. Drive van for local shuttling when necessary.
- Supervise participants and visitors, ensure safety, enforce rules, and manage accidents/injuries.
- Promote excellent customer service with staff, participants, parents, and contractors, including handling challenging situations as they arise.
- Effectively communicate with staff and supervisors. Be attentive, responsive, and proactive.

- Continuously review and improve operations to increase quality, recommend improvements, incorporate feedback, maximize safety, and reduce costs.
- Contribute perspective for annual staff performance evaluations.

Qualifications:

- High school diploma required. Bachelor's or associate's degree preferred.
- One year of related professional experience.
- Previous experience with program oversight, program planning, administrative duties, and customer service preferred.
- Strong leadership, creativity, maturity, and organizational skills.
- Detail-oriented with the ability to multi-task and problem-solve with minimal direction.
- Strong written and verbal communication skills. Able to interact and collaborate with all levels of employees and affiliates. Able to handle conflict and make effective decisions under pressure.
- Able to maintain professionalism and promote a positive, motivating work environment.
- Experience with managing expenses and adhering to a budget.
- Able to succeed in a fast paced environment.
- A valid Illinois driver's license is required.
- Must successfully pass a post-offer drug test, driver's abstract, and background check.
- CPR & First Aid certification may be required.
- Minimum Age: 21

Please visit the "Job Opportunities" section of our website at www.csparks.org to complete an online application and upload your resume.