



## **Safety Specialist**

### Glenview Park District

**Contact Name:** Kara Moss

**Contact E-mail:** kara.moss@glenviewparks.org

**Contact Phone:** 224-521-2288

**Closing Date:**

**Salary:** \$54,054-\$72,765 DOQ

#### **Description:**

##### **JOB SUMMARY**

The Safety Specialist reports to the Director of Risk & Special Projects and assists with the overall District-wide safety and risk management program. The Safety Specialist works collaboratively with staff across departments to foster a culture of safety, reduce risk and maintain compliance. Specific duties include, but are not limited, to:

- Maintains records of safety incidents, training sessions, and compliance documentation
- Works with departments to manage the certificate of insurance (COI) process by reviewing and recording received COIs and corresponding agreements
- Ensure that safety data sheets are current and readily available to employees
- Maintain District video asset inventory system
- Assist with safety planning for special events, site inspections, prepare safety equipment for events; act as Safety Coordinator at select events
- Provide safety training for staff including CPR/AED/First Aid, hazard communication
- Conduct safety orientation to new employees
- Coordinate emergency preparedness plans, drills, and response protocols
- Oversee the implementation of the Safety Incentive Program
- Conduct regular site visits and safety audits/inspections of facilities and parks to ensure safety requirements are being followed

##### **QUALIFICATIONS**

Education: Associate's Degree (Bachelor's Degree preferred) in Risk Management, Occupational Health and Safety, Human Resource Management, Recreation, Sports Management, Physical Education, Business Administration or related field. Will consider significant and material experience in lieu of formal education; Experience: At least 2 years' experience in risk management, safety or parks and recreation preferred; Certifications: Must be able to acquire the following certifications: CPR Instructor Certification (within six (6) months); valid Illinois driver's license required along with own source of reliable transportation.

##### **SCHEDULING & PAY**

This is a part-time 4 (PT4), year-round position, working approximately 35-38 hours/week. Daily schedule will vary based on facility hours of operation, plus additional evening and weekend work as required. Some flexibility with work hours (general working hours between Monday – Friday, 8:00am – 5:00pm). The anticipated hiring range for this position is \$29.00 commensurate with experience. The full pay range for this position is \$26.00 - \$35.00.

**BENEFITS WE OFFER:** In exchange for your time and talent, we offer a generous benefit package, including:

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

**APPLY ONLINE**

Visit us at [www.GlenviewParks.org](http://www.GlenviewParks.org) – click on “Jobs” at the top of the page.

**FOR MORE INFORMATION**

Contact Kara Moss at 224-521-2288 or [Kara.Moss@glenviewparks.org](mailto:Kara.Moss@glenviewparks.org)

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

*The Glenview Park District is an Equal Opportunity Employer.*