



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 paid time off (10 vacation days, 10 sick days, 3 personal days, and 13 holidays), IMRF pension, program discounts, and complimentary fitness center and Coral Cove Water Park memberships for you and your immediate family.

Hours:

This is a Regular Part-Time position that will work approximately 25-30 hours a week, but no more than 1,500 hours per calendar year. Schedule is primarily weekday afternoons/evenings and weekends, dependent on the needs of the program area.

Position Summary

The Recreation Coordinator is assists the athletics division with planning, implementation, oversight, and administrative support for athletic leagues, tournaments, classes, camps, and events.

Essential Job Functions:

- Assist with researching, developing, scheduling, and evaluating athletic leagues, tournaments, classes, camps, and events.
- Provide hands-on program support, including preparation, setup, coordination, and oversight.
- Monitor enrollment, manage rosters and waitlists, create brackets, update standings, and complete administrative tasks.
- Inventory, purchase, organize, and distribute supplies and equipment.
- Assist with recruiting, training, oversight, and evaluation of seasonal and part-time staff, and volunteer coaches.
- Share direct, constructive feedback to maintain high quality program and operational standards.
- Maintain regular presence in programs, providing onsite leadership and support to staff, coaches, officials, contractors, participants, and spectators. Effectively communicate procedures, rules, and expectations.
- Coordinate logistics with other park districts and contractors.

- Act as Supervisor on Duty on designated nights or weekends.
- Respond to and manage accidents, injuries, and incidents.
- Provide excellent customer service and respond to inquiries and concerns. Handle challenging situations as they arise.
- Effectively communicate with supervisors. Be attentive, responsive, and proactive.
- Pay invoices, monitor financials, and assist with budget and reports.
- Evaluate programs and operations to increase quality, recommend improvements, maximize safety, and reduce costs.

Qualifications:

- High school diploma or equivalent required. Bachelor's or associate's degree (or equivalent experience) in Parks & Recreation Management, or related field preferred.
- One year of related professional experience with athletic program oversight, program planning, administrative duties, and customer service preferred.
- Strong leadership, creativity, maturity, and organizational skills. Able to maintain professionalism and succeed in a fast-paced environment.
- 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.
- Experience with computer, office, and recreational equipment. Capable of using Microsoft Office and various program applications.
- 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 will be required and provided.
- 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.