



Park Planner

Winnetka Park District

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Closing Date:

Salary: Hiring range: \$75,750 to \$90,900 based on experience

Description:

The Winnetka Park District has an immediate opening for a Park Planner to support the Park District's long-term planning and development efforts by leading the execution of master plan priorities, overseeing capital project timelines, and coordinating site planning and design initiatives. This position will play a key role in integrating community input, sustainability goals, and regulatory requirements into project development, including ADA transition planning and land use analysis. The Park Planner is responsible for maintaining historical park data, maps, park and facility engineering plat-of-survey records, design and renovation records, and all other relevant Parks Department records. In addition, they assist the Director of Parks and Maintenance with capital projects and the Parks Department budget process.

The Park Planner reports to the Director of Parks & Maintenance.

To apply, click here.

Pay: The hiring range is \$75,750 to \$90,900 annually, depending on relevant work experience, education, and other qualifications. This position is full-time and exempt.

Qualifications:

Education:

A bachelor's degree in Construction Management, Public Administration, Horticulture, Landscape Architecture, Forestry, or a related field is preferred.

Experience:

Position requires five (5) years of progressively responsible experience in the parks and maintenance field. Experience overseeing construction and capital improvement projects required. Strong presentation and communication skills required. Computer skills, including experience with CAD-based programming, Microsoft operating systems, and Word, Excel, and PowerPoint, are required. Must possess a working knowledge of GIS systems that includes updating as changes occur.

Certifications:

Must possess a valid Illinois Driver's License, Class D. Must obtain and keep current CPR/AED and first aid certifications. Certified Parks and Recreation Professional ("CPRP") certification preferred.

Work hours: This position may require time commitments beyond forty hours a week. Required to work hours outside of normal work hours to attend board meetings, and meet weekend, holiday, special event demands, and project support as needed.

To view the full job description, click here: [Park Planner](#).

Company Description

The Winnetka Park District is one of five units of local government in Winnetka. Our properties cover nearly five square miles and include 26 parks, five beaches, a boat launch, two golf courses, a tennis center, an ice arena, platform tennis courts, and athletic fields. We provide a full range of year-round recreation programs, including athletics, fitness programs, education programs, camps, and special events.

Benefits

- We offer a High-Deductible PPO **medical** plan provided by Blue Cross Blue Shield with various levels of coverage, including dependents. Employees must satisfy an annual deductible. The plan includes a generous cost-sharing Health Reimbursement Arrangement (HRA).
- We offer two PPO **dental** insurance plans through Guardian with dependent coverage. One plan includes orthodontics for adults and children.
- We offer a **vision** plan by VSP (via Guardian) with dependent coverage.
- Mandatory participation in the Illinois Municipal Retirement Fund (**IMRF**). Employees must contribute 4.5% of earnings to the pension plan. The District contributes a percentage that varies per year. The benefit also provides disability insurance.
- Mandatory Retirement Healthcare Funding Plan—a tax-advantaged plan to save for future medical costs. Contribution levels are based on plan provisions. The District offers a \$25 per payroll contribution match.
- We offer a term **life insurance** plan through Guardian for 1.5 times your salary up to \$200,000. The district will pay 100%.
- **AD&D** insurance is paid 100% by the District, provided by Guardian.
- The district pays 100% for Aflac cancer insurance. The employee pays the full premium for any other voluntary Aflac insurance plan they enroll in.
- We offer a voluntary whole life insurance and long-term care plan, available only at the time of hire.
- A voluntary **457 Roth retirement** plan. The District offers a \$25 per payroll contribution match.
- Competitive **paid time off** includes **vacation** (10–25 days) based on tenure, **4 personal days**, **12 sick days**, and **14 holidays**.
- 6 weeks of **paid parental leave** after one year of full-time employment.
- Use of Park District Facilities and Programs: some use is free or offered at a discount.
- Continuing education is paid by the District, including training fees and travel expenses for workshops and conferences.
- **Tuition reimbursement** may be available after one year of full-time employment for job-related development that benefits the District.
- Employee Assistance Program (**EAP**): free, confidential counseling for mental health, legal and financial fitness, and work-life balance assistance.

The board of commissioners approves the benefits and may change them at their discretion.