



Teen Center Coordinator

Village of Niles

Contact Name: Donna Dunn

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Closing Date: 2026-06-19

Salary: \$79,223 - \$110,912

Description:

WE ARE HIRING! Join our team and become our new full-time **TEEN CENTER COORDINATOR**, responsible for coordinating the planning, development, budgeting, staffing, and implementation of all program activities and events for the Niles Teen Center.

Some info about the position...

- Promotes and maintains a safe, inviting environment and a positive experience for all participants, visitors, volunteers, and the community.
- Manages the daily operations and programming of the Niles Teen Center.
- Hires, trains, and supervises part-time staff, volunteers, and interns.
- Monitors all programs and services, and designs programs and activities that satisfy the needs of Teen Center members and promote participation.
- Enforces and promotes the behavior management model, monitors participants' behavior, and responds to high-risk behaviors in a timely and effective manner.
- Develops positive relationships with community partners, including schools, churches, park district, library, businesses, civic groups, Village departments, and other organizations.
- Creates and implements marketing of all Teen Center activities, including a quarterly newsletter, and maintains the Teen Center webpage and social media.
- Conducts youth recruitment and outreach, specifically to area schools.

Qualified candidates should...

- Have a Bachelor's Degree in recreation, education, social work, or a related field. Master's Degree preferred.
- Have a minimum of three (3) years of work experience with adolescents in a related or similar environment.
- Have the ability to complete DCFS training and serve as a mandated reporter.
- Have supervisory experience (preferred).
- Be proficient in Microsoft Office products and other design platforms such as Canva.
- Have excellent listening, verbal, and written communication skills.
- Have a valid State of Illinois Driver's License and be able to drive a Village vehicle.
- Be able to occasionally lift and/or move objects up to 25 pounds.

- Be able to successfully complete an extensive background check.

Pay, benefits, and more...

- Hiring range for this position is \$79,223 – \$110,912 (starting salary is typically no higher than the midpoint and is dependent upon qualifications)
- Typical hours are Monday – Friday, 11:00 a.m. to 7:30 p.m., with evening and weekend hours as needed
- Paid leave
- Health insurance
- Illinois Municipal Retirement Fund (IMRF) and 457b retirement plans.
- Niles Family Fitness Center membership and wellness program.
- Tuition reimbursement and professional development opportunities.

It's possible here. The Village of Niles strives to create a community and workplace where everyone feels welcomed. We care deeply about our residents and businesses, and we work hard on their behalf to keep making Niles better. Ready to join us? **APPLY NOW** by downloading an application from the Village's website and sending your application along with your resume in PDF format to personnel@vniles.com. Applications will be accepted until June 19, 2026, at 5:00 p.m.

The Village of Niles is an Equal Opportunity Employer
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