



Program Coordinator

Berkeley Park District

Contact Name: Brian Ramsey

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Contact Phone: 708-544-1935

Closing Date:

Salary: \$32,000 - \$39,000

Description:

SUMMARY

The Berkeley Park District is a diverse community of approximately 5,500 residents, located between the communities of Elmhurst and Hillside. The Park District has two (2) park sites and one Fieldhouse style building that serves as their Administrative Office and provides space for a variety of recreation programs. This position is the primary coordinator for all Recreation & Athletic Programs as defined in the job description including, but not limited to: Exercise/Fitness; Pickleball & Sand Volleyball Leagues & Tournaments; and a variety of Special Events. Additional duties include the development of the Program Guide and other marketing initiatives, as well as creating new programs based upon the growing needs of the community.

This is an considered an Entry Level position for professionals seeking to work in a park district environment, or those who have had previous experience and maybe transitioning towards retirement but still wish to continue working part-time.

QUALIFICATIONS

- Entry Level Position - Candidates and/or students working towards a degree are highly encouraged to apply.
- Education: Bachelor's degree in Parks & Recreation, Sports Management, or a related field from an accredited school, and at least 1-2 years of relevant experience preferred, or part time relevant work experience.
- Certified with the Illinois Parks & Recreation Association, NRPA, or similar professional organization (preferred but not required. New hires will be encouraged to gain Certification within a 2-year period.
- Must have a strong knowledge of Microsoft systems.
- A valid Illinois driver's license required.

COMPENSATION/BENEFITS

The starting salary range is \$32,000 - \$39,000, based upon qualifications.

- Salary is based upon a 25-hour work week which may/could include a hybrid work schedule

depending on proper supervision of Programs.

- IPRA Membership, training, and Annual Conference
- Health/Medical Insurance Stipend
- PTO = 2 Weeks Paid Vacation Leave + 5 Days Sick/Personal Leave
- Mileage Reimbursement (in use of Personal Vehicle).
- Private Office & Mobile/Cell Phone

TO APPLY

Please email a cover letter expressing your interest, a resume, and three (3) references to:

Brian Ramsey, District Administrator
Berkeley Park District
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Berkeley, IL 60163
708-544-1935 Office
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This position will remain open until it's filled. Berkeley Park District is an EOE.