



Recreation Programs & Special Events/Trips Coordinator

Blue Island Park District

Contact Name: Ted Ruthenberg

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Contact Phone: 708-297-8564

Closing Date:

Salary: \$55,000-\$71,000

Description:

RECREATION PROGRAMS & SPECIAL EVENTS/TRIPS COORDINATOR

Blue Island Park District – Recreation Department Salary Range: \$55,000.00 – \$71,000.00 (+/- \$60,000.00 DOE)

The Blue Island Park District is seeking a dynamic, organized professional to serve as Recreation Programs and Special Events Coordinator. Under general direction, this position is responsible for developing, managing, and evaluating a comprehensive array of general recreation initiatives, including youth, adult, and senior programming, as well as fitness activities such as Aqua Zumba. This role serves as the creative lead for signature community events and large-scale festival planning (e.g., Daddy-Daughter Dances, Halloween Bingo, Easter Egg Hunts, and community-wide celebrations). Additionally, the Coordinator acts as a vital support hub for summer camp operations and is responsible for streamlining communication initiatives directly between program participants and the department. The role also functions as the department's marketing facilitator—overseeing social media, digital assets, and the production of the seasonal community brochure—while monitoring program budgets and compiling financial reports.

Desired Qualifications

- At least 1–2 years of experience in parks and recreation, community event planning, enrichment programming, or a related field.
- Ability to exercise sound judgment when making decisions regarding staff, programs, participants, and daily operations, in accordance with Park District policy.
- Must obtain or maintain current CPR and First Aid certification.
- Ability to participate in and support a variety of physical recreation activities, fitness programs, and community events with energy, enthusiasm, and professionalism.

- Demonstrates professionalism, appropriate conduct, and sound decision-making when working with staff, participants, families, vendors, and community partners.
- Experience with community event coordination, multi-generational programming, summer camp operations, and festival planning.
- Proven ability to streamline processes and communication initiatives to improve user experiences for program participants and families.
- Demonstrates integrity, adaptability, dependability, punctuality, teamwork, self-control, and enthusiasm.
- Demonstrates strong leadership skills, accountability, and the ability to support and motivate seasonal staff, camp counselors, and volunteers.
- Working knowledge of Microsoft Office applications and basic digital marketing/design tools.

Preferred Qualifications

- Bachelor's degree in Parks and Recreation Administration, Event Management, Public Administration, or a related field.
- Experience with RecTrac, WebTrac, or similar recreation management software, along with proficiency in financial spreadsheet tracking and basic office applications.
- Valid driver's license and ability to assist with participant or event equipment transportation in a Park District vehicle, as needed.

Logistics & Employment Details

- Hours of Work: Typical hours are Monday through Friday, 9:00 AM to 5:00 PM, with regular evening and weekend hours required based on seasonal programming, festivals, and community special events.
- Work Location: Primary office duties and programming operations are based at the Memorial Park District Field House, located at 12804 S. Highland Ave. in Blue Island, IL 60406. This position requires regular travel to local community facilities, municipal properties, and partner school sites within School Districts 130 and 218 as necessary to oversee active programs.

Applicants will be subject to a criminal background check, pre-employment physical, and drug/alcohol screening.

How to Apply

Interested candidates should submit a resume, cover letter, and professional references via email or

standard mail to the attention of the Executive Director:

- Contact: Theodore “Ted” Ruthenberg, Executive Director
- Email: TRuthenberg@blueislandparks.org
- Mailing Address: Blue Island Park District, 12804 S. Highland Ave., Blue Island, IL 60406
- Application Deadline: September 4th, 2026 or Open Until Filled

Digital Application Submission

For expedited processing, please scan the QR code below. You will be automatically redirected to the Blue Island Park District career portal to complete your application.

Application for Employment