



Program Coordinator

City of Villa Grove

Contact Name: Jacki Athey
Contact E-mail: city.hall@villagrove.org
Contact Phone: 217-832-4721
Closing Date:
Salary: Minimum \$48,000/yr

Description:

Type: Full-Time
Salary: Minimum \$48,000/yr
Posted Date: July 31, 2026
Deadline: August 14, 2026
Submit: Resume along with 3 professional references to city.hall@villagrove.org, in person at Administrative Office, or mail 610 E. Harrison Street, Villa Grove, IL 61956.

HOURS: Hours per week will consist of 40 per week. Additional Hours will be required to perform on-call duty, work weekends, holidays, and overtime as needed.

SUMMARY: Under direct supervision of the CPS Director, this position is responsible for overseeing recreation sports, other various programs and direct oversight of seasonal employees, and volunteers. The programs coordinator is instrumental in creating and fostering relationships throughout the community.
Must be 21 years or older to apply.

ESSENTIAL DUTIES: Responsible for planning, organizing, developing, scheduling and evaluating recreation programs.
Assists with hiring, training, supervising, scheduling and evaluating recreation staff.
Coordinate volunteer requests from the community; recruit, train and supervise volunteer coaches and staff.
Conduct and attend a variety of training seminars, staff meetings, coaching clinics, and community meetings.
Maintain inventory of supplies and equipment; distribute supplies and equipment; assist with ordering supplies and equipment for recreation programs.
Assist the CPS Director on marketing with preparing and distributing flyers, newsletters, press releases, social media posts, and brochures.

Establish team rosters, schedule leagues and tournaments, enforce rules and regulations of recreation and athletic programs.

Provide clerical support, program registration, answer telephones and maintain correspondence with other divisions or agencies; may respond to public inquiries about the facility.

Ability to officiate youth and/or adult sports if needed.

Responsible for the opening and closing of recreation facilities as required.

Prepare athletic fields for games

Coordinates adult indoor and outdoor leagues.

Experience in working with children ages 3-6 years of age in a sports setting preferred.

Head coaching experience for ages 8-14 years of age preferred.

Assist with City of Villa Grove special events and be available to work holidays.

Cover front desk shifts as needed as directed by CPS Director

DESIRED KNOWLEDGE AND SKILLS

Work independently with minimal supervision.

Ability of flexible schedule.

Knowledge of general software.

Knowledge of how to properly manage exposure to chemicals and the use of SDS sheets.

CERTIFICATIONS AND LICENSES

Bachelor's degree in recreation management, physical education, social work, psychology or a closely related field.

Current certification in CPR, First Aid, & AED or ability to obtain within 3 months of hire.

Must possess a valid Driver's License.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters

while performing the essential functions of this job. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions.

Work is performed in an indoor and outdoor environment. While performing the duties of this job, the employee will work with moving mechanical parts, fumes, or airborne particles and chemicals such as cleaning chemicals, paints, chemicals and/or similar solutions. The employee may be exposed to outdoor

weather conditions. The employee may regularly travel to and from buildings to complete job responsibilities and tasks assigned.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to

successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 50 pounds.

Physical effort may require, but not limited to, lifting weights, squatting, bending, reaching, spotting, and prolonged standing and walking.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Manual dexterity enough to complete daily work such as room setups/breakdowns, cleaning, drive and operate machinery and operate other office equipment.