



Program Coordinator - Seniors & Special Events

Foss Park District

Contact Name: Daniel Bregman

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Contact Phone: 847-689-7480

Closing Date:

Salary: \$31,200–\$54,080

Description:

<https://fossark-district.org/wp-content/uploads/2026/08/Program-Coordinator-Seniors-and-Special-Events.pdf>

Recreation North Chicago, Illinois

Recreation Program Coordinator - Seniors & Special Events

Full-Time • 40 Hours/Week • IMRF-Eligible

Position Summary

The Foss Park District seeks a motivated, community-oriented Recreation Coordinator - Seniors & Special Events to lead the planning, implementation, coordination, and evaluation of senior programming and special events.

Reporting to the

Superintendent of Recreation, the position combines program leadership, customer service, administration, staff

coordination, event logistics, and community engagement to deliver safe, accessible, welcoming, and high-quality

recreational opportunities for the North Chicago community.

Essential Duties and Responsibilities

Seniors & Special Event Programming

- Plan, organize, implement, promote, and evaluate senior programs and special events.
- Coordinate program schedules, facility use, instructors, vendors, volunteers, equipment, supplies, and other operational requirements.
- Serve as the on-site coordinator and primary point of contact for assigned programs and events, ensuring smooth operations and positive participant experiences.
- Track enrollment, participation, attendance, feedback, and program outcomes; use information gathered to

recommend improvements and support program evaluation.

- Coordinate senior programs and special events that promote social connection, wellness, recreation, and quality of life for residents.

- Plan and execute special events, including logistics, set-up and tear-down coordination, staffing, vendor

communication, participant service, and post-event follow-up. Designated Foss Park District Special Events include but

are not limited to:

- o Egg Hunt Event

- o Princess Ball

- o Sneaker Ball

- o Annual Juneteenth Event

- o World Music Fest

- o Movies in the Park

- o Ice Cream Socials

- o Back to School Resource Event

- o Inflata Fest

- Assist with facility rentals and the Community Recreation Center calendar, including special events, rentals, program

schedules, meetings, and department activities.

- Build and maintain positive relationships with residents, community organizations, schools, instructors, vendors, volunteers, and other partners.

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Customer Service, Marketing & Community Engagement

- Provide responsive, professional customer service to participants, families, renters, community members, staff, and partners.

- Provide accurate program information for brochures, websites, social media, registration platforms, flyers, email

communications, and other promotional materials.

- Represent the Foss Park District positively at programs, events, meetings, and community activities and help promote accessible participation opportunities.

Administration, Budget & Technology

- Monitor assigned program budgets, process purchase orders and related documentation, and manage expenses within

approved District procedures and budget authority.

- Maintain accurate records for programs, events, rentals, staff, attendance, purchases, and other departmental

activities; prepare routine reports and summaries as requested.

- Use Google Workspace, Google Calendar, basic office software, CivicPlus, and other District systems; learn new

software and technology as needed.

- Handle confidential information appropriately and follow District policies, procedures, records practices, and

administrative requirements.

Staff Supervision, Safety & Risk Management

- Recruit, train, assign, supervise, and evaluate part-time and seasonal staff, instructors, and volunteers as assigned.
- Ensure programs and events are conducted safely and in accordance with District risk-management practices, facility rules, emergency procedures, and applicable laws.
- Attend staff meetings, required trainings, community meetings, and other District activities; perform other related duties as assigned.

Qualifications

Education & Experience

- High school diploma or equivalent required.
- Associate's or bachelor's degree in Recreation, Parks and Recreation Management, Public Administration, or a related field preferred.
- Previous customer service experience required.
- At least one (1) year of experience in recreation programming, event coordination, senior services, facility operations, or a related field preferred.

Knowledge, Skills & Abilities

- Strong customer service, communication, interpersonal, organizational, and problem-solving skills.
- Ability to plan, prioritize, coordinate, and supervise multiple programs and events while meeting deadlines in a fast-paced environment.
- Knowledge of recreation programming, senior services, event logistics, facility scheduling, and program administration.
- Ability to work effectively with the public, staff, instructors, vendors, volunteers, and community partners.
- Ability to work independently and collaboratively; exercise sound judgment and professionalism when addressing difficult situations.

Certifications & Requirements

- Valid Illinois Driver's License required.
- CPR/AED/First Aid certification required, or ability to obtain within a District-specified timeframe.
- Current Certified Park and Recreation Professional (CPRP) certification preferred/required as determined by District policy, or ability to obtain within one (1) year of employment.

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Work Schedule & Physical Requirements

- Full-time position scheduled for approximately 40 hours per week with a flexible schedule based on program/event and business needs.
- Days, evenings, weekends, holidays, and occasional special-event hours may be required.
- Work is performed primarily at the Community Recreation Center and other District program and park locations, indoors

and outdoors.

- Position requires frequent interaction with the public and the ability to sit, stand, walk, bend, reach, and perform light lifting associated with programs and events.

Compensation & Benefits

- Salary Range: \$31,200–\$54,080 (DOQ).
- Illinois Municipal Retirement Fund (IMRF) participation, subject to applicable eligibility and IMRF rules.
- Health, dental, and vision insurance.
- Paid vacation, sick leave, personal days, and holidays, subject to District policy.
- Professional development and training opportunities.

Employment Conditions & Illinois Park District Compliance

- Successful completion of a six (6) month introductory period is required.
- Employment is subject to the criminal background investigation requirements applicable to park district employment under the Illinois Park District Code, including 70 ILCS 1205/8-23, and any other applicable federal or Illinois law.

Applicants must authorize required background investigations as a condition of employment.

- Employees are expected to comply with Foss Park District policies, safety and risk-management standards, and applicable facility rules.

Equal Opportunity Employer

The Foss Park District is an Equal Opportunity Employer and complies with applicable federal, state, and local employment laws. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, marital status, military status, or any other status protected by applicable law.

How to Apply

Submit a completed Foss Park District Employment Inquiry Form, cover letter, and resume to:

Foss Park District

Attn: Daniel Bregman

Superintendent of Recreation

dbregman@fossspark-district.org