



PT IMRF Program and Rental Coordinator

Fox Valley Park District

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Closing Date:

Salary: \$18 - \$23/hr DOQ

Description:

The Fox Valley Park District is a dynamic and growing park district that serves a diverse population of more than 236,000 people. Recognized as an Illinois Distinguished Agency, Fox Valley holds the nation's highest honor as a National Gold medal Award winner for excellence in park and recreation management. Serving the communities of Aurora, Montgomery, and North Aurora, the District maintains 172 parks and 48 miles of inter-connected regional trails amid 2,600 acres of parkland. connected by the Fox River, our communities are tied together with the District's commitment to promote vibrant, healthy lifestyles through fun and safe recreation opportunities that are environmentally and fiscally responsible. The Fox Valley Park District....Where Fun Begins!

JOB SUMMARY

Under the direction and supervision of the Environmental Education Supervisor, and in conjunction with the Facility Manager the PT IMRF Program and Rental Coordinator is responsible for contributing to the goals of the Red Oak by coordinating facility rentals, assisting in birthday party planning, updating scout programs and other outreach programming. This position assists with daily operations, providing instruction on environmental education and interpretative programs for schools, families and the general public including handling Nature Center animals in a safe and appropriate manner. This position includes regular attendance and participation in staff meetings, submitting reports on a timely basis and assisting others in producing reports, maintaining confidential information, and being responsible for consistent communication with the public. Other duties include assisting in summer camp and school programs as directed by the Environmental Education Supervisor or Facility Manager. This is an at-will position.

EDUCATION, EXPERIENCE AND TRAINING

A bachelors degree with at least two years of related experience working with children or an equivalent combination of education and experience in a relevant field is required. A strong background in environmental education is preferred. Enthusiastic, friendly and prior experience creating and presenting programming is necessary. Must have excellent customer service and organizational skills with attention to detail. Proficient in MS office (Excel, Word, Outlook) and Canva or similar software. Recreation software experience a plus. Good leadership skills with strong facilitation/presentation skills required. Have or become CPR, AED and First Aid certified within three

months of hire. Must have a valid Illinois Driver's License and be able to provide own transportation. Certified Interpretive Guide certification a plus.

Interested applicants should apply online at: <https://www.foxvalleyparkdistrict.org/about-us/employment/>