



Recreation Coordinator (Seniors & Special Events)

Village of Western Springs

Contact Name: Daisy Chavez

Contact E-mail: dchavez@wsprings.com

Contact Phone: 708-246-1800

Closing Date: 2026-10-15

Salary: Full range \$47,822.40 - \$71,733.60; Hiring salary range \$47,822.40 - \$57,000.00 per year, commensurate with credentials and experience.

Description:

Village of Western Springs

Recreation Coordinator (Seniors & Special Events)

The Village of Western Springs seeks a motivated, community-oriented, creative, detail-oriented individual to join our Recreation Department as a Recreation Coordinator. This position will plan, implement, coordinate, and evaluate senior programs and special events. The position will also collaborate with the Village's Communications Manager and others for department-wide marketing and complete other duties as needed.

The Position

Senior Programming

Plan, coordinate, promote, and supervise programs and special events for seniors at the Senior Center (Grand Avenue). Oversee the daily operations of the Senior Center and develop and communicate operating rules and assist patrons and contractors. Organize and direct volunteer participation by the seniors in the center and the community. Serve as coordinator for the Senior Center at the Grand Avenue Recreation Center.

Special Events Coordination

Coordinate and assist with the planning, promotion, and implementation of department and community special events. Work with staff, vendors, community organization, businesses, and other departments to coordinate event logistics, facilities, equipment, staffing, and other operational needs. Assist with event setup, execution, and cleanup as needed.

Marketing Coordination

Work with the Recreation Director and the Village's Communications Manager and other resources to coordinate the design and production of all visual marketing communication materials for the Recreation Department, including but not limited to brochures, advertisements, newsletters, flyers, photos, videos, etc., while ensuring materials maintain the proper brand standards of the Village. Assist in updating the Recreation Department's web pages, social media platforms and electronic bulletin boards.

Education

This position requires completion of a bachelor's degree in Parks & Recreation, Recreation

Administration, Education or a related field. Certified Park and Recreation Professional (CPRP) is strongly preferred at time of hire, will be required upon hire. The Certified Park and Recreation Professional (CPRP) certification is strongly preferred at the time of hire and will be required within a specified period following hire date. A combination of relevant education and progressively responsible experience may be considered.

Experience

Must have a minimum of three (3) years of progressively responsible experience or equivalent combination of education in a recreation or parks environment with leadership qualities and strong technical and administrative abilities. Knowledge of recreation facility operation and maintenance is preferred.

Strong verbal and written communication skills, customer service skills, and the ability to deal with difficult or stressful situations are needed. In addition, the ability to prioritize multiple tasks, meet deadlines, produce accurate documents, work well with others, and learn and operate various computer software is required.

Additional Information

Western Springs is a vibrant, welcoming community located just 15 miles west of downtown Chicago—only a 15-minute train ride away. With a population of 13,629, Western Springs is known for its safety, lively atmosphere, and strong sense of belonging. As a workplace, the Village offers approximately 170 regular employees, along with part-time and seasonal staff, a collaborative environment where creativity, growth, and continuous improvement are encouraged. Here, employees are empowered to work together, contribute to the community's success, and enjoy meaningful opportunities for professional development.

Salary Range

Full range \$47,822.40 - \$71,733.60; Hiring salary range \$47,822.40 - \$57,000.00 per year, commensurate with credentials and experience.

Benefits and Compensation

The Village of Western Springs provides a comprehensive benefit package that includes medical, dental, vision, life insurance coverage, flexible spending account, deferred compensation, and participation in the Illinois Municipal Retirement Fund (IMRF).

Work Schedule

Monday – Friday 8:30 am – 5:00 pm; weekends and evenings as needed. Flexible schedule to accommodate events and activities outside the regular workweek.

Physical Demands/ Work Conditions

Requires frequent walking, standing, sitting, driving, computer use, operation of office equipment, and communication with customers and co-workers. May occasionally require lifting or carrying up to 50 pounds and pushing or pulling up to 100 pounds. Occasional activities may include bending, stooping, kneeling, twisting, climbing, squatting, crawling, and overhead work.

The position requires the ability to perform duties in different Village facilities and, at times, in adverse working conditions. Although workplace hazards are not common, appropriate care and safety precautions should always be taken.

How To Apply

The employment application is available online at wsprings.com. To apply, please send completed application and resume to jobs@wsprings.com. Successful completion of a background check, and

post-offer medical exam and drug screen are conditions of employment for the selected applicant. Questions should be directed to Stephana Przybylski at sprzybylski@wsprings.com. This is an immediate opening, and the first review of resumes is October 5, 2026. However, the position will remain open until filled.

The Village of Western Springs is an equal opportunity employer and makes employment decisions on the basis of merit. We seek the best qualified people to join our team. The Village of Western Springs policy prohibits unlawful discrimination based on race, color, religion, sex, age, national origin or disability or any other legally protected status in accordance with the requirements of local, state, and federal law. Individuals needing accommodations in the recruitment process should notify Human Resources in advance.