



Recreation Coordinator

Geneva Park District

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Closing Date:

Salary: Starting Salary Range \$48,000 - \$50,000

Description:

Recreation Coordinator

Summary:

Under the supervision of the Recreation Supervisor, the Recreation Coordinator supports the planning, coordination, and day-to-day operations of the Kids' Zone Before and After School Program, Day Off Fun Zone, seasonal camps, Teen Programming, and assigned special events. The position assists with coordinating staffing, scheduling, training, site support, participant services, family communication, transportation, safety procedures, and administrative reporting. The Recreation Coordinator works collaboratively with the Recreation Supervisor and program staff to support consistent, safe, and high-quality operations across multiple program locations.

Supervisor:

The Recreation Coordinator reports to the Recreation Supervisor, Assistant Superintendent of Recreation, and the Executive Director.

Qualifications:

Bachelor's degree in recreation administration, education, child development, public administration, or a related field preferred.

Three years of experience working with school-age children, recreation programs, camps, childcare, or similar youth-serving programs, including experience leading or supervising employees preferred.

Demonstrated ability to organize multi-site operations, manage competing deadlines, respond calmly to changing circumstances, and communicate effectively with employees, families, school personnel, and community partners.

Proficiency with Microsoft Office and the ability to learn registration, scheduling, attendance, payroll, and communication software. Proficiency with Microsoft Office and the ability to learn registration,

scheduling, attendance, payroll, and communication software. Ability to work hours according to program needs. Criminal background clearance and current CPR and First Aid certification required. A valid CDL or ability to obtain a CDL within 90 days.

Essential Functions:

1. Maintains program supervision with the Recreation Supervisor to ensure the highest quality service.
2. Continues and develops quality programs that ensure program participant and staff growth.
3. Assists the Recreation Supervisor with recruitment, onboarding, training, scheduling, coaching, and day-to-day support of assigned part-time and seasonal employees. Provides routine guidance and feedback to employees, communicates performance concerns to the Recreation Supervisor, and assists with documentation and follow-up as directed.
4. Coordination of field trips & program transportation schedules/needs.
5. Assists with program bus transportation when needed.
6. Assists with the development and maintenance of staffing schedules for multiple program locations in coordination with the Recreation Supervisor, considering enrollment, participant-to-staff ratios, employee availability, transportation needs, inclusion supports, and budget expectations.
 - a. Responds to employee absences and coordinates substitute coverage, schedule changes, and emergency staffing adjustments, consulting with the Recreation Supervisor as appropriate.
 - b. Monitors daily staffing levels and participant attendance and recommends adjustments that maintain safety, program quality, and responsible use of personnel resources.
 - c. Provides on-site support, coaching, and follow-up at assigned program locations in collaboration with the Recreation Supervisor.
7. Maintains open communication with program staff, parents, participants, and supervisor.
 - a. Responds professionally and promptly to routine family questions, concerns, registration matters, and program follow-up.
 - b. Supports employees in addressing participant behavior, peer conflicts, inclusion needs, and parent concerns in accordance with District procedures.
 - c. Works with the Recreation Supervisor to review incident and behavior documentation for completeness, communicates with families when assigned, and determines appropriate follow-up based on the nature of the situation.
8. Maintains appropriate confidentiality when handling participant, family, employee, medical, and behavioral information.
9. Maintains motivated co-workers and encourages teamwork.
10. Supports staff training and development.
 - a. Assists the Recreation Supervisor with planning and coordinating employee onboarding, in-service training, staff meetings, and ongoing professional development.
 - b. Communicates operational updates and reinforces established policies, procedures, schedules, and performance expectations.
 - c. Provides timely coaching and recognizes employee accomplishments while addressing concerns consistently and documenting follow-up as appropriate, consulting with the Recreation Supervisor when needed.
11. Participates in all program staff trainings/meetings.
 - a. Support multi-site operations and school partnerships. Assists the Recreation Supervisor in promoting consistent operating practices across all assigned school and program locations.
 - b. Communicates effectively with School District 304 administrators, school personnel, custodial staff, transportation providers, and other community partners regarding shared facilities and program operations, in collaboration with the Recreation Supervisor.
 - c. Assists the Recreation Supervisor with routine site visits to observe program operations and safety practices, identify supply and attendance-related needs, and communicate observations or

concerns regarding employee performance, program quality, and compliance with established expectations.

12. Works with FVSRA staff to ensure program needs are achieved.
13. Assists with coordination of program enrichment components.
14. Monitors monthly program budget figures and maintains staff paperwork.
15. Manages program curriculum, supplies, and purchases.
16. Manages site newsletters.
17. Prepares and reviews evaluations from participants.
18. Prepare seasonal brochure information.
19. Assists with maintaining accurate program records using District-approved registration, attendance, scheduling, payroll, and communication systems.
 - a. Assists with preparing and reviewing staff schedules, attendance, participant-to-staff ratio, payroll, budget, enrollment, incident, and program-performance reports according to established deadlines.
 - i. Reviews employee timekeeping and staffing records for accuracy and works with the Recreation Supervisor to resolve discrepancies.
 - ii. Uses program data to help identify staffing needs, operational concerns, enrollment trends, and opportunities for improvement.
20. Substitutes at programs when necessary.
21. Assists with special events and projects as needed.
22. Maintains a flexible schedule based on operational needs, which may include early mornings, afternoons, evenings, school holidays, staff training dates, special events, and occasional weekends.
23. Assists the Recreation Supervisor in responding to program incidents, emergencies, or unusual situations by supporting appropriate safety procedures, notifications, documentation, and follow-up.
 - a. Helps provide day-to-day guidance when employees encounter situations involving participant safety, mandated reporting, medical concerns, unauthorized pickup, or other significant operational issues, consulting with the Recreation Supervisor as appropriate.

Safety Program:

1. Understands the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions, and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Recreation Supervisor as soon as possible.
2. Attends safety certification classes as assigned.

Marginal Functions:

1. Assists with annual budget development and regularly monitors assigned revenue and expense accounts.
2. Assists Supervisor with employee performance evaluations by providing documented observations, coaching records, and recommendations throughout the year along with yearly staff evaluations.
3. Assists all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles, including the Park District bus.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.
3. Ability to be outside for extended periods of time.

Cognitive Considerations:

1. Exhibits good problem-solving abilities and good judgment in accordance with the mission of the Park District.
2. Demonstrates strong leadership skills when dealing with staff and participants.
3. The Recreation Coordinator must exhibit good computer skills in order to perform all duties efficiently and effectively.

Success in this position includes supporting consistent program operations across locations; completing staffing coordination and administrative tasks accurately and promptly; providing effective employee support and communication; assisting with participant and family concerns; following established safety and documentation procedures; and maintaining collaborative communication with the Recreation Supervisor and community partners.