Part-Time Special Events Supervisor

City of Woodstock

Contact Name: Jill May
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Contact Phone: 815-338-1172
Closing Date: 2026-11-17
Salary: $21.58/Hour

Description:
The City of Woodstock is pleased to be recruiting for a part-time Special Events Supervisor with the Woodstock Recreation Department.

POSITION SUMMARY:
Under the direction and supervision of the Community Outreach, Arts & Special Events Manager, the Special Events Supervisor is responsible for assisting in planning, supervising and preparing community and special events.

MINIMUM REQUIRED QUALIFICATIONS:

- High school diploma/equivalent with a minimum of one (1) year previous experience in recreation field.
- Knowledge or background of event programming.
- Preferred 18 years of age and older.
- Valid Illinois driver's license with a good driving record.
- First-Aid, CPR, and AED certifications are required within 90 days and must be maintained.
- Please refer to the attached Job Description for the Required Job Competencies which are also detailed.

SALARY & BENEFITS:
The positions is a part-time, non-exempt/hourly position with a starting rate of pay of $21.58 and will work no more than an average of 28 hours per week. Benefits include an IMRF pension, prorated vacation, holiday, and sick time, decreasing term life insurance, choice of two (2) optional employee paid vision insurance plans and a free Woodstock Recreation Center membership.

TO APPLY: https://woodstockil.applicantpro.com/jobs/4257557
DEADLINE: Tuesday, November 17, 2026

The City reserves the right to select only the most qualified applicants for an interview. The City of Woodstock is an Equal Opportunity Employer.