Youth Coordinator

Village of North Riverside

Contact Name: Jeanmarie Hajer-O'Connor
Contact E-mail: jhajer-oconnor@northriverside-il.org
Contact Phone: 708-762-5208
Closing Date:
Salary: 54,500 - 60,000

Description:
JOIN THE NORTH RIVERSIDE PARKS & RECREATION TEAM!
NOW HIRING: YOUTH COORDINATOR
Make a difference in your community while creating experiences that inspire, engage, and bring people together!
North Riverside Parks & Recreation is seeking an energetic, creative, organized, and community-minded professional to join our team as **Youth Coordinator**.

Under the direction of the Director of Parks & Recreation, the Youth Coordinator is responsible for planning, coordinating, budgeting, staffing, and implementing a variety of youth recreation programs, camps, and community special events.

KEY RESPONSIBILITIES
The Youth Coordinator will oversee the development and delivery of a variety of recreation programs and services, including:

- **Summer Day Camp:** Planning, hiring, staffing, training, and daily operations.
- **Seasonal Camps:** Developing and coordinating school break and holiday programming.
- **Special Events:** Organizing and implementing community events throughout the year.
- **Youth Programs:** Developing and managing a variety of recreational and enrichment opportunities for children and families.
- **Program Development:** Creating new programs, introducing innovative ideas, and continually enhancing existing recreation services.
- **Budgeting & Administration:** Managing program budgets, registrations, staffing, and related administrative responsibilities.
- Performing additional recreation-related duties as assigned.

This position requires an individual who enjoys working in a fast-paced, community-focused environment and is comfortable balancing administrative responsibilities with hands-on involvement in programs, camps, and special events.

EDUCATION & EXPERIENCE
Qualified candidates should possess the following education, experience, and skills:

- Bachelor's degree preferred, particularly in Parks and Recreation Management, Recreation Administration, or a related field.
- Three years of experience working with school-age children, recreation programs, camps, or similar youth-serving programs, including experience leading or supervising employees preferred, or an equivalent combination of education and experience.
- Experience in summer camp operations, recreation programming, staff supervision, and special events preferred.
- Valid driver's license.
- Proficiency in Microsoft Office and Google Workspace.
- Familiarity with recreation registration software such as RecPro, CivicPlus, or DaySmart preferred.
- Current CPR, AED, and First Aid certifications preferred. Training and certification assistance may be provided.

POSITION & BENEFITS

- **Employment Status:** Full-time, year-round, exempt salaried position.
- **Work Schedule:** 40-hour work week with a flexible schedule which may include evenings, weekends, and holidays depending on program and event needs.
- **Benefits:** The Village of North Riverside offers a comprehensive benefits package, including medical coverage, Illinois Municipal Retirement Fund (IMRF) pension participation, paid vacation, holidays, personal days, and sick time.

Employment is contingent upon successfully completing a physical examination, drug screening, and background check.

Strong organizational, leadership, communication, and interpersonal skills are essential for success in this position.

If you are passionate about recreation, enjoy working with children and families, love developing creative programs, and want to make a positive impact in the community, we would love to hear from you!

Salary Range: $55,000 - $60,000 DOQ

To Apply: Email your resume to Director of Parks and Recreation, Jeanmarie Hajer-O’Connor
jhajer-oconnor@northriverside-il.org
Application deadline: November 30 or accepted until filled