Active Adult Coordinator

Downers Grove Park District

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Closing Date:
Salary: $19.00/Hr

Description:
The Opportunity: Do you enjoy connecting with people, planning fun activities, and creating experiences that bring people together? The Downers Grove Park District is looking for an organized, customer-focused individual to serve as the Active Adult Coordinator at the Lincoln Center. This position manages the daily operations of Active Adult (ages 55+) programs, day trips across Chicagoland, and works in collaboration with the Recreation Supervisor to deliver special events and additional programs. One day you might be helping with registrations and coordinating upcoming events; the next, you could be calling bingo numbers or chaperoning a group trip throughout Chicagoland!

What You Get: This Part-Time Class 1 position pays $19 per hour. Benefits include IMRF (Illinois Municipal Retirement Fund) pension participation, paid vacation, personal, & sick time, and a complimentary fitness membership at 4500 Fitness.

When You'll Work:

- **Weekly Schedule:** Primarily Monday – Friday, 8:30 AM – 2:30 PM. Regular on-site attendance is required. This is not a remote or hybrid position.
- **Evenings & Weekends:** Some evening and weekend hours are required to support scheduled programs, special events, and trips. Work hours may vary based on program schedules and operational needs. This position will average 28–30 hours per week, not to exceed 1,500 hours annually.

A Day in the Life:

- **Events & Programs:** Plan, organize, and lead Active Adult programs and social events featured in our seasonal program guides, including monthly events like Bingo and Lunch & Learns, as well as Socials and other events. The Active Adult Coordinator manages catering, plans activities, and decorates for events, with support from the Recreation Supervisor.
- **Plan & Lead Trips:** Coordinate and chaperone group day trips throughout the Chicagoland area, including booking tours or shows, arranging transportation, and collaborating with neighboring park districts on shared trips. Work with transportation providers or drive the Park District's 15-passenger minibus as needed.

- **Active Adult Office Management:** Welcome participants, answer questions, assist with daily activities, and provide excellent customer service. Help with program setup and takedown, purchasing supplies, and tracking expenses.
- **Support Registration & Program Operations:** Use RecTrac recreation management software to manage registrations, process payments, monitor enrollment, and help identify opportunities to improve or expand programs.
- **Community Engagement & Relationship Building:** Create a welcoming environment and develop positive relationships with participants, staff, local senior service organizations, and neighboring park districts. Gather feedback and help develop programs that reflect the interests of our Active Adult community.
- **Safety & District Support:** Enforce all Park District safety policies and procedures during programs, events, and trips; prepare incident and accident reports as needed; and provide support for District-wide events as needed.

About You:

- Must be 21 years of age or older.
- Valid Illinois Driver's License (or the ability to obtain one within three months of hire if possessing a valid out-of-state license) with the ability and willingness to safely operate a 15-passenger mini-bus (training provided).
- CPR/AED and First Aid certification, or the ability to obtain certification within three months of hire (provided by the District).
- Comfortable operating computers, Microsoft Office Suite, and learning new computer software. Prior experience with recreation management software is preferred but not required.
- Prior experience planning events, trips, or recreational programming for Active Adults (55+) and adults is preferred.
- Strong communication, customer service, and organizational skills, with the ability to multitask and adapt to changing needs.

What Sets Us Apart:

- Supportive and friendly coworkers
- Collaborative and connected management
- Develop your problem-solving, communication, and leadership experience
- Work for a Distinguished Agency Park District

The Downers Grove Park District is an Equal Opportunity Employer.

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