



Program Coordinator at the East Wing, Glenview Senior Center Glenview Park District

Contact Name: Denise Blinick

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Contact Phone:

Closing Date:

Salary: \$14-\$16/hour (DOQ)

Description:

JOB SUMMARY:

This position is responsible for planning, coordinating, and supervising programs, events and trips at the Senior Center as well as providing general clerical support and registration of participants.

TYPICAL JOB DUTIES INCLUDE:

Building & maintaining positive relations with Senior Center staff, board and members. Planning, coordinating, setting-up and supervising assigned programs and events at Senior Center. Meeting with senior trip committee, planning and chaperoning 24-30 trips per year. Soliciting volunteers and participants for events. Overseeing work performed by volunteers. Source guest speakers and arrange for necessary equipment.

Preparing internal marketing materials and publishing/posting. Being present and assisting with assigned events at the Senior Center.

QUALIFICATIONS:

The best candidates will have at least a high school diploma or equivalent along with some college. Prior experience in a senior center environment, event planning, recreational programming highly desirable. Strong interpersonal skills, organizational skills, planning, and marketing skills a must. A valid Illinois driver's license required.

SCHEDULING:

This is a part time, year round position, working approximately 25 hours/ week. Applicants must be available for a varied work schedule including days, evenings and weekends. Target hiring range is \$14-\$16/hour, dependent on qualifications.

APPLY ONLINE:

Visit us at www.glenviewparks.org – click on “Jobs” at the top of the page.

If interested, please apply early. Recruiting and interviewing will begin immediately.
The Glenview Park District is an Equal Opportunity Employer.