



Special Events & Community Engagement Manager

Glencoe Park District

Contact Name: Bobby Collins

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Closing Date: 2021-05-31

Salary: \$55,000+ DOQ

Description:

The Glencoe Park District seeks an innovative and detail-oriented professional to manage all District special events and maximize community engagement. Under the supervision of the Director of Recreation and Facilities, the position is responsible for planning, managing, and executing special events. The position works collaboratively with internal departments and external entities to manage events, develop and maintain community relationships, including building a volunteer program. This position serves as a liaison to various community committees.

This position requires working nights, weekends, and holidays as needed to carry out the essential functions of this job successfully. The regular schedule for this position is Tuesday through Saturday. In addition, the Special Events Manager shall perform duties in personnel supervision, budgeting, purchasing, and customer relations as they relate to the specific areas of responsibility.

Qualifications:

Bachelor's degree in Recreation and Park Administration, Leisure Studies, or related field from an accredited college or university desired, with a minimum of 2 years full-time supervisory experience.

APPLICATION DEADLINE: MAY 31, 2021 All candidates must apply online at:

<https://www.applitrack.com/glencoe park/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=283>