



## **Recreation Coordinator**

### **Westmont Park District**

**Contact Name:** Dustin Kleefisch

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**Contact Phone:**

**Closing Date:** 2022-03-01

**Salary:** \$35,000-\$40,000

#### **Description:**

\*Full time, IMRF with health, dental, and vision benefits\*

The Westmont Park District located in Westmont, IL has an opening for a Recreation Coordinator. The District serves approximately 25,000 residents with over 155 acres of parks, a 9 hole golf course, fitness club and offers over 1,000 programs each year.

#### **###JOB SUMMARY:**

Primary responsibility is to ensure that all persons have a safe and enjoyable experience while visiting or using the Westmont Park District facilities.

Under the direction of the Supt. of Recreation, this work involves planning, promotion, development and supervision of the recreation programs under his/her area of responsibilities that include, but are not limited to: Spray Park, Backstop concession stand, Kid's Club, act as the liaison for Performing Arts, Youth Dance, and assistant with seasonal special events.

#### **###ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Prepare seasonal program budgets.
2. Plan, initiate, organize and supervise recreational activities.
3. Meet the District's Mission and Vision.
4. Maintain records, written and/or computerized, of all recreation program related activities.
5. Recruit, hire and train all personnel under his/her supervision.
6. Supervise and evaluate job performance on a continual basis and take immediate action to correct any deficiencies or problems related to the programs or staff.
7. Supervise the staff and facility operations of the Spray Park
8. Develops weekly programming schedule for After School program staff and participants
9. Works with marketing staff to keep the news media and general public informed on announcements, results and current District news.
10. Participate in departmental planning, research and training.
11. Prepare budget estimates and reports for the Superintendent of Recreation.

12. Have the ability to drive a 14 passenger bus
13. Cooperate in promoting, organizing, and directing community wide celebrations and events involving areas of responsibility.
14. Assist with the planning and execution of special events
15. Perform any additional related tasks as required.

###Hours:

Generally, 8:00am – 4:30pm (1/2-hour lunch), Monday through Friday during the summer months and 10am – 6:30pm (1/2-hour lunch) during the school year. Some weekend, holiday, and evening work will be required (varies with the season).

###POSITION QUALIFICATIONS

Bachelors of Science in Park and Recreation or related field from an accredited college or university. Full-time experience preferred. Possess a valid Illinois driver's license. Experience in afterschool programming and aquatic facility management a plus.

###REQUIRED KNOWLEDGE:

Comprehensive knowledge of youth and adult recreation programming. Must possess the ability to speak in public and good written and verbal communication skills. Good computer skills, proficient with Word, Publisher, Excel, Outlook and the Adobe. Experience with RecTrac registration system preferred.

###ESSENTIAL FUNCTIONS:

In an 8-hour workday (40 hours/week) employee may engage in activities that may include, but are not limited to: standing, sitting, walking, driving, bending, twisting and lifting.

###COMPENSATION AND BENEFITS:

The hiring salary range is \$35,000 - \$40,000. Starting salary is DOQ. The District offers a comprehensive benefits package including health insurance, dental insurance, life insurance, vision insurance and membership in the Illinois Municipal Retirement Fund (IMRF). The District benefits package also includes paid vacation, holidays, sick leave and potential for annual merit increases.

##\*HOW TO APPLY:\*\*

Candidates can/shall apply with a resume, cover letter, Westmont Park District employment application. All applications should be emailed to [jobs@westmontparks.org](mailto:jobs@westmontparks.org), Attn., Dustin Kleefisch.

\*\*[Employment Application](<https://www.westmontparks.org/wp-content/uploads/2020/11/employment-ap-2020.pdf>)\*\*

#####\*The Westmont Park District is an Equal Opportunity and Reasonable Accommodation Employer. This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.\*