



Recreation Coordinator

Village of Willowbrook

Contact Name: Alex Arteaga
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Closing Date: 2024-05-09
Salary: \$50,000 - \$65,000

Description:

Job Description: Recreation Coordinator
Department: Parks and Recreation
Reports to: Director of Parks and Recreation

Basic Function: Under the direction of the Director of Parks and Recreation, the Recreation Coordinator is responsible for providing administrative management of the recreational programming for the Village of Willowbrook. The Recreation Supervisor is expected to effectively communicate with customers, vendors, and staff about program and event details.

Summary: The Recreation Coordinator is responsible for overseeing the organization and development of a comprehensive recreational and leisure community programming portfolio. To include the development and management of all contractual, in-house, and cooperative recreational programming. The individual will exercise independent judgement and discretion, not of a routine or clerical nature, in evaluating and reporting on the work efforts of employees and overseeing the recruitment and selection process for the department. Have a strong understanding of recreational programming, budgeting, and program management. Have the ability to evaluate current programs and research new concepts and programs on a seasonal basis. Assists the Director of Parks and Recreation in leading all Recreation activities and special events of the Village. Will be required to work nights and weekends to meet the general public's recreational and special event needs. Responsible for assisting the Recreation Department in employing a variety of creative, innovative, and motivational methods to create a market and customer-oriented approach to developing, promoting, and evaluating services.

Responsibilities:

- Management and supervision of all recreational programming
- Management and supervision of all contractual classes
- Development and execution of Village Special events
- Assist with program registration and customer service
- Development of seasonal program guide
- Development of marketing materials and social media content for programs

- Assist with execution of events and trips for Active Adult Program
- Other duties as assigned

Qualifications: Bachelor's degree in Parks & Recreation, Business Administration, Sports Management, or related field required. Will consider significant and material experience in lieu of formal education. At least 2 years of full-time work experience desirable. Supervisory experience preferred. Knowledge of a variety of sports and recreation programming, event planning, marketing, and/or recreational activities. Critical thinking, analytic ability, excellent communication and organizational skills, strong technical ability (MS Outlook and MS Office) and familiarity with registration software Active Network all required.

Additional Considerations: Must possess good judgment and be customer service oriented. Have the ability to multi-task. Take initiative in identifying problems and developing solutions. Effectively communicate with coworkers, patrons, and supervisors about responsibilities and duties.

Benefits and Salary: \$50,000 to \$65,000 (depending on qualifications). The Village provides a comprehensive benefits package including medical, dental, and life insurance, Illinois Municipal Retirement Fund (IMRF) pension, ICMA-RC retirement plans, paid sick, vacation, holiday time, and more.

Hours: 8:30am to 4:30pm Monday through Friday. Plus, additional hours on nights and weekends according to program needs and scheduling.

To apply, please email your cover letter and resume to Alex Arteaga, Assistant Village Administrator, at aarteaga@willowbrook.il.us.

Applicants must indicate "**Recreation Coordinator**" in the subject line of their e-mail. Questions regarding the position should be directed to Alex Arteaga at aarteaga@willowbrook.il.us.