



Program Coordinator

Village of Richton Park

Contact Name: Dawn Davis

Contact E-mail: ddavis@richtonpark.org

Contact Phone: 708-481-8950

Closing Date:

Salary: 45,000-50,000

Description:

The Parks and Recreation Program Coordinator's position performs a variety of recreational activities designed to meet the needs and interests of the community. Plans organizes, and directs programs and activities for all age groups in the Village and assists in the supervision of part-time, volunteer, and seasonal staff daily.

The Program Coordinator is under the general supervision of the Parks and Recreation Supervisor. In addition, offer and direct implementation of ideas for process improvement, automation, and resource utilization.

Duties and Responsibilities

- Prepares records and makes reports on recreation programs.
- Responsible for the planning, organizing, promoting, and leadership of a variety of recreation programs, and special events
- Responsible for the issuance, care, and maintenance of recreation supplies and equipment.
- Participates in meetings with member organizations and advisory boards.
- Recruits, trains, and supervises part-time, seasonal staff, and volunteers.
- Establishes and maintains positive working relationships with schools, public agencies, and community organizations to provide quality programs to the community.
- Promotes programs and special events with marketing, promotions, advertising, and public relations functions including the development of activity guides, announcements, brochures, and schedules
- Assist in the preparation of professional quality flyers, brochures, websites, social media, and other publications.
- Assist with office operations including customer service and processes program registration and permits as required.
- Assist in job orientation for newly hired employees/staff.
- Works within the budget limitation in accordance with Village policies.
- Knowledge of proper cash handling procedures.
- Ensure safety precautions are followed and facilities are in safe working order.
- Complies with the South Suburban Special Recreation Association (SSSRA).
- Performs under various weather conditions.

- Works harmoniously and cooperatively with fellow employees and the public.
- Researches and develops new programs and special events services to enhance revenues for the Village.
- Responsible for seeking and managing annual sponsorships including creating sponsorship brochures, tracking financials, following up with sponsors, sending letters, and completing reports
- Other duties as assigned.

Required Knowledge, Abilities, and Skills

Knowledge of basic philosophies, techniques, and methodologies of organizing groups in a recreation setting, including the use of volunteers.

Knowledge of budgeting, fiscal control, and cash handling procedures.

Knowledge of Microsoft Suite, Computers, Office Equipment, and Registration Procedures.

Knowledge of Rec Desk Software is a plus.

Knowledge of good customer service.

Ability to work with limited supervision.

Ability to multi-task and maintain confidentiality.

Ability to work in a team environment with a diversified staff with multiple talents.

Ability to communicate orally and written effectively.

Ability to pass a drug screen, physical, credit, and background check.

Possess excellent communication, interpersonal, and organizational skills.

Qualifications

Required: Valid driver's license

Preferred: Bachelor's degree in Recreation or related field; 4 years of related work experience.

Experience in event planning (runs/walks, concerts in the park, community events)

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work is performed both outside and in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee may be exposed to heat, cold, wetness, and humidity in the performance of his or her duties.

While performing the duties of this job, the employee is frequently required to stand and talk or hear;

use hands and fingers to handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, sit, climb, or balance; stoop, kneel, crouch, or crawl; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must occasionally lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee works outdoors and indoors daily.

All serious inquiries should apply online at www.richtonpark.org.