



Job Title:	Recreation Coordinator		
Department:	Recreation	Reports To:	Recreation Director
Salary:	\$11 -13 (Part-Time)	Travel Required:	N/A
Job Description			
<p>SUMMARY</p> <p>The Blue Island Park District is seeking applicants for the part-time position of Recreation Coordinator in the Parks and Recreation Department. Under the supervision of the Director of Recreation, the Recreation Coordinator main focus of responsibility will entail assisting in the organization, administrative planning, operation and supervision of athletics, special events, after school program, child development and fitness programs.</p> <p>Role and Responsibilities</p> <ul style="list-style-type: none"> • Responsible for assisting in the organization, administrative planning, operation and supervision of recreation programming. • Assist in the moving, lifting, coordination and inventory of facility and program equipment. • Directly supervise and monitor recreation programs and events during daily, after school hours, evenings and weekends. • Personnel management, supervision and evaluation of recreation instructors, seasonal staff, volunteers and coaches during activities, programs and special events. • Assist in registration for programs and facility rentals while, maintaining confidentiality of personal information received from patrons. • Recruit, hire, assign and schedule instructors, coaches and referees quarterly for activities and league events with the assistance of Director of Recreation. • Assist with the development of new community partnerships. • May regularly be required to lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. • Perform other duties and functions as directed by the Director of Recreation <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Associate degree or higher. • Must be at least 18 years of age. • Excellent interpersonal and solves problems cooperatively while conveying a positive attitude to others. • CPR and AED Certified. • Additional licenses, certifications, or training may be beneficial. <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> • Must possess the knowledge and ability to organize and supervise coaches, instructors, and volunteers as it relates to recreation curriculum. • Must have experience in computer skills; RecTrac preferred <p>ADDITIONAL NOTES</p> <ul style="list-style-type: none"> • This position will require weekend and evening hours dependent on programs and events scheduled. 			