



JOB OPPORTUNITY with the Glenview Park District: **East Wing Senior Center Program** **Coordinator (Part-Time)**



"Recreate" a better life with a career in the field of Parks & Recreation!

JOB SUMMARY

This position is responsible for planning, coordinating, and supervising programs, events and trips at the Senior Center as well as providing general clerical support and registration of participants.

JOB DUTIES INCLUDE:

- Building and maintaining positive relations with Senior Center staff, board and members
- Planning, coordinating, setting up and supervising assigned programs and events at Senior Center
- Maintaining seasonal schedule of fitness classes
- Planning and chaperoning 18-20 trips per year
- Preparing internal marketing materials and publishing/posting
- Being present and assisting with assigned events at the Senior Center

QUALIFICATIONS

The best applicants will have at least a high school diploma or equivalent along with some college. Prior experience in a senior center environment, event planning or recreational programming is highly desirable. Strong interpersonal skills, organizational skills, planning and marketing skills a must. A valid Illinois driver's license required.

PAY & SCHEDULING

This is a year-round, part-time position, working approximately 25 hours/week. Applicants must be available for a typical work schedule of Monday-Friday and occasional evenings and weekends. The target hiring range is \$16-\$18/hour, depending on qualifications.

APPLY ONLINE!

Visit us at www.GlenviewParks.org – click on "Jobs" in the upper right corner

FOR MORE INFORMATION

Contact Jack Scherer at (224) 521-2554 or
Jack.Scherer@GlenviewParks.org

*If interested, please apply early. Recruiting and interviewing will begin immediately.
The Glenview Park District is an Equal Opportunity Employer.*

Date Posted: 8/8/2025