



JOB OPPORTUNITY with the Glenview Park District: **Program Coordinator at The Grove** **(Part-Time)**



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

JOB SUMMARY

Glenview Park District is looking to hire a fun, hardworking, dedicated and enthusiastic individual for our Program Coordinator position. This position is responsible for assisting supervisory staff with the development, organization, marketing, implementation and evaluation of programs and special events relating to The Grove National Historic Landmark.

JOB DUTIES

- Work both independently and as part of a team to assist supervisors with planning, development, and coordination of programs/special events and their activities
- Maintain program materials and spaces
- Participate in weekly meetings with supervisors and coordinators and monthly meetings with program staff
- Monitor the implementation of programs, policies and practices
- Work with supervisor, coordinators and staff to keep programs running, on schedule and functioning smoothly
- Build and maintain positive relationships with staff and program participants
- Support program growth and development by upselling programs and soliciting volunteers and participants for events
- Oversee work performed by staff and volunteers
- Prepare internal marketing materials and publish/post
- Attend and assist with programs and special events at The Grove

QUALIFICATIONS

The best candidates will have at least a high school diploma or equivalent along with some college or a Bachelor's Degree. Prior experience in an educational environment, nature center, museum or experience with event planning and recreational programming highly desirable. Must be willing to handle animals, including snakes and turtles, and wear historical clothing. Strong interpersonal, customer service and verbal and written communication skills are a must! Applicants should also be flexible, organized and possess creative talent and be skilled in planning and marketing. A valid Illinois driver's license is required.

PAY & SCHEDULING

This is a year-round, part-time position, working approximately 20 hours/week. Applicants must be available for a typical work schedule of weekends, Saturday and Sunday, plus a minimum of two (2) days during the week, Monday-Friday. The target hiring range is \$15-\$17/hour, depending on qualifications.

APPLY ONLINE!

Visit us at www.GlenviewParks.org – click on "Jobs" at the top or bottom of the page

FOR MORE INFORMATION

Contact Diane Michalski (224) 521-2101 or diane.michalski@GlenviewParks.org

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

Date Posted: 11/17/2025