



JOB OPPORTUNITY with the Glenview Park District: **Recreation Program Staff (Part-Time)**



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

JOB SUMMARY

Glenview Park District is looking to hire fun, hardworking, dedicated and enthusiastic individuals for our Recreation Program Staff position! In this role, you will bring history and science to life working with children and visitors at the Grove National Historic Landmark. You'll help provide the best in customer service while implementing safe, fun and educational public programs and activities. Such activities include, but are not limited to, history tours, Scout programs, nature walks, family programs, drop-in programs, birthday parties, special events and much more.

JOB DUTIES

- Work both independently and as part of a team to implement programs and special events and their activities
- Maintain program materials and spaces
- Participate in 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
- Attend and assist with programs and special events at The Grove

QUALIFICATIONS

The best candidates must have excellent verbal and written communication skills, enthusiasm and must enjoy working with the public, specifically children. Previous experience working at museums, other living history sites, nature centers or in an entertainment or service field is highly desired. Must be willing to handle animals, including snakes and turtles, and wear historical clothing. Strong interpersonal, customer service and communication skills are a must! Applicants should also be flexible, organized and possess creative talent.

PAY & SCHEDULING

This is a year-round, part-time position, working approximately 5-20 hours/week. Applicants must be available for a typical work schedule of weekends, Saturdays and Sundays, as well as some evenings during the week and overnight programs. Specific schedules will vary based on the schedule of events. The pay rate for this position is \$15/hour.

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