
Recreation Program Coordinator

Childcare and Summer Camps

Job Description

Under the supervision of the Recreation Supervisor, the Recreation Program Coordinator is responsible for the coordination of specific recreational programs. They will provide direction and assistance to the support staff to ensure that these programs are run effectively and efficiently in order to aid the Recreation Supervisor to successfully reach the goals and objectives of the Recreation Department.

Qualifications

Must be able to uphold and enforce Park District Policies and Procedures, be able to provide work direction and supervision and have a comprehensive understanding of inventory control and budgeting. Is able to communicate effectively and possess good cognitive skills in order to follow both written and verbal directions. Individuals must be able to provide quality customer service by demonstrating adaptability and problem-solving skills. Ability to plan, organize and conduct recreational activities, including instructing participants. Individuals must be capable of training and overseeing program support staff. Ability to work with public is essential. This position also requires CPR, AED, and First Aid certification.

Pre-requisite

- Cognitive skills to follow both written and verbal direction
- Ability to stand/walk for extended periods of time
- Manual labor; light to moderate lifting
- Ability to work in diverse climate and environment
- Ability to adhere to a flexible work schedule; varying shifts, evening and weekends are necessary
- Must be at least 18 years of age and have a valid Illinois Driver's License

Primary Responsibilities

This person's duties shall include, but not be limited to:

1. **Programs:**

- Assists in the overseeing of recreation program operations which include but are not limited to:
 - Researching, developing, organizing, maintaining, promoting, staffing, cost accounting and coordinating all designated programs.
 - Oversees daily program operations
 - Updating rosters daily
 - Compiling and distributing weekly schedules, parental notes, itineraries, and registration forms
 - Purchasing weekly program supplies for all designated programs

2. **Registration System:**

- Program maintenance: ensures information is current and accurate
- Responsible for initiating refunds, credits and transfers pertaining to designated programs

3. **Assistant:**

- To the Recreation Supervisor for training, special projects, and general office support

4. **Budget:**

- Forecasts, monitors, and stays within strict budget guidelines for specific line items

5. **Staff Supervision/Training:**

- Interviews, hires, and supervises recreation leaders and support staff for designated programs
- Provides appropriate training for recreation leaders and support staff for designated programs

6. **Monthly Reporting:**

- End of Month Reports
- Assists the Recreation Supervisor with information for Board Reports

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7. Other Duties:

- Clerical support as needed

Secondary Responsibilities

1. Back-up functions to other Recreation Supervisor(s)
2. Back-up functions to the Deputy Director of Recreation