



VILLAGE OF HINSDALE POSITION DESCRIPTION

POSITION:	Seasonal Full-Time Recreation Coordinator
DATE:	April 11, 2018
DEPARTMENT:	Parks & Recreation
REPORTS TO:	Superintendent of Parks & Recreation
PAY GRADE:	Full-Time (37.5 hours per week)
FLSA STATUS:	Non-Exempt
STARTING SALARY:	\$11/hour - \$14/hour

Position Purpose

Provides support to the Village's Parks & Recreation Department. Assists in managing programming including athletics, adult leagues, aquatics, day camp and special events.

Supervision Exercised

None.

Job Duties

Essential Functions

- Attends to the daily operational needs of the pool and day camp, including multiple daily trips to locations for supplies and program evaluation
- Works **ALL** special events, including Lunch on the Lawn, Movies in the Park, Pool Special Events and July 4th
- Assists with program registrations, including periods of intensive computer processing with custom registration system
- Weekly visits to athletic programs held at local parks, ensuring program quality. Programs are held at Burns, Robbins, Veeck and KLM
- Attends to the weekly operational needs and statistical updates of adult leagues, specifically softball. Provides weekly updates to all teams and manages needs as they arise, including stocking first aid kits, ordering softballs
- Assists with production of the seasonal program brochure and editing
- Assists in management of social media marketing, specifically Facebook, Instagram and Twitter
- Updates third party contractors with weekly rosters and assists in determining whether classes will run
- Runs any additional errands as related to department needs. This may include purchasing candy or bottled water for July 4th, printer ink for the pool, organizing storage spaces, etc.
- Other duties as assigned

Environmental Factors

The work environment includes an office setting. The noise level is usually quiet. The work environment also includes outside conditions, including inclement weather, warm temperatures and rain.

Physical Requirements

Regularly required to sit; use hands to touch, handle, or feel; reach with hands and arms and talk and hear. Occasionally required to stand; walk and stoop, kneel, crouch or crawl. May lift and/or move up to 40 pounds. Specific vision abilities required by this position include close vision and ability to adjust focus. Must have physical ability to accomplish job tasks and able to work outdoors as required.

Equipment used includes, but is not limited to, personal computer with a Windows operating system, Microsoft Office suite, printer, copy machine, fax machine and calculator. Must be able to count money and make correct change. Must be able to perform basic math functions.

Work Schedule

The position is temporary, seasonal and part-time, and will average approximately 25 hours per week. Some evening, weekend and holiday work may be required.

Safety Functions

- Becomes familiar with and observe all applicable safety and security policies/procedures
- Immediately reports all unsafe conditions and acts to supervisor
- Reports all accidents to supervisor immediately
- Recommends improvements to safety and security practices
- Obeys and adheres to all safety rules and work practices

Position Requirements

- High School Diploma or GED equivalent
- One to three years in a similar type of parks and recreation position
- Valid Illinois Driver's License
- Reliable transportation to and from work
- Ability to work weekends, evenings and holidays
- Education in parks and recreation management preferred, not required

Knowledge, Skills and Abilities

- Ability to work with minimal supervision
- Ability to prioritize, organize and complete required duties in a timely and accurate manner
- Must have good oral communication skills, basic math skills and be able to demonstrate excellent customer service skills
- Basic knowledge of general sports rules (football, basketball, volleyball, softball)

Benefits

- There are no benefits associated with this position

Process

- The selection process includes an application process, interview process, drug screening and background check
- The position is expected to be filled as soon as the interview process and background checks are completed

Interested candidates should submit an application, resume and a cover letter to the Village of Hinsdale, Village Manager's Office, Attn: Human Resources, 19 E. Chicago Hinsdale, IL 60521, e-mail: hr@villageofhinsdale.org. Visit www.villageofhinsdale.org/jobs for a job application. The Village is an EOE employer.