



Recreation Coordinator

The North Berwyn Park District is seeking a creative, enthusiastic, detail-oriented person with excellent communication skills that has the ability to develop, implement and supervise recreation programs as well as special events. This full time position requires some nights and weekends. The Recreation Coordinator will report directly to the Executive Director. This position includes medical benefits and a retirement plan.

The Recreation Coordinator will coordinate, develop, budget, implement, supervise, promote, administer and evaluate recreational programs. The Recreation Coordinator must be customer service oriented, must possess excellent organizational skills and have the ability to manage instructors, supervisors and other staff. Candidates must be proficient in computers and be able to work with various software applications. The Recreation Coordinator must be prepared to carry out all duties associated with a comprehensive recreation program.

The Recreation Coordinator must, as a condition of employment, submit to a physical, pass a background check, drug screen and drivers abstract.

Interested candidates should submit a letter of interest, a resume detailing all relevant work experience and references to:

Contact:

North Berwyn Park District
1619 Wesley
Berwyn, IL 60402
ATTENTION: Nancy Woods
nwoods@nbpd4fun.org

Phone: NO PHONE CALLS PLEASE

Opening Date: September 21, 2018

Closing Date: Until Filled

Salary: \$35,000 - \$45,000

The North Berwyn Park District reserves the right to extend the application period or cancel the posting for RECREATION COORDINATOR at any time and without notice.