



Outreach Program Coordinator

Palatine Park District

Contact Name: Dayell Houzenga

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Closing Date:

Salary: \$60,000-\$68,000

Description:

POSITION FOCUS

Under the general direction of the Recreation Manager, the Outreach Program Coordinator is responsible for overseeing a variety of area programs, events, and camps for underserved populations in Palatine. The position will work directly with community partners to coordinate programming.

SUPERVISORY RELATIONSHIPS

Reports directly to the Recreation Manager and indirectly to the Superintendent of Recreation. Immediate supervision of part-time Outreach program and camp staff.

ESSENTIAL FUNCTIONS

- Plan, organize, implement, supervise and evaluate year-round programming, camps, and special events for underserved youth and adults.
- Assist patrons with navigating District registration and scholarship processes.
- Cooperatively and actively work with community partners, including but not limited to elementary and high school Districts, library, police, and Partners for Our Community (POC) for various programs and events. May be required to represent the District as liaison to one or more community groups.
- Communicate with community members to raise awareness of program offerings and connect individuals with services that support their needs.
- Continually collect and analyze program feedback, and develop goals and objectives to improve programs and events.
- Research and secure outside funding sources to support programming via grants and donations.
- Maintain and update standard operating procedures/manuals for area of oversight.
- Follow and promote all safety, personnel and operating policies and procedures.
- Management of direct reports, including hiring, training, scheduling, supervision, discipline, motivation, and evaluation.
- Manage timecards, payroll, and employee records in conjunction with Human Resources and enforce HR policies.

- Responsible for creating budget and required reports and documentation. Accurate tracking of expenses, revenues, and purchases in accordance with policies and procedures.
- Monitor, track, and analyze participation, usage trends, and best practices in order to develop and update comprehensive planning.
- Collaborate with Volunteer Coordinator on volunteer needs.
- Work with various departments to efficiently schedule programming and event needs.
- Maintain supplies and equipment, report items in disrepair, submit service calls as needed.
- Perform any other similar or related duties as required or assigned.

EDUCATION, EXPERIENCE, AND TRAINING

- Bachelor's Degree in Recreation, Park and Tourism Administration or related field.
- Certified Park and Recreation Professional Certification preferred.
- One (1) to three (3) years' experience in programming, budgeting, and supervising staff preferred.
- Valid Class Illinois "D" driver's license.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- The ability to pass a background check within the Illinois Park District code requirements and pre-employment drug screen.
- Knowledge of grant writing and administration.
- Ability to work independently and in a fast-paced environment.
- Strong part-time supervisory skills.
- Strong organizational, analytical, problem-solving skills and attention to detail.
- Excellent verbal and written communication skills.
- Ability to anticipate work needs and interact professionally with internal and external customers.
- Ability to operate related office equipment, such as computers and copier.
- Proficient with various computer software, i.e., Microsoft Office Suite, VSI software.
- An understanding of pertinent safety precautions and risk management procedures.
- Understanding and knowledge of principles of financial management and budgeting.
- Bilingual (Spanish) required.

To Apply: <https://www.palatineparks.org/employment-opportunities/>