

COMMUNITY PARK DISTRICT OF LA GRANGE PARK - JOB DESCRIPTION

Job Title: Active Adults Coordinator

Classification: Part-time, Non-Exempt_Class II

Department: Recreation – Seniors

Salary: \$16-\$19/hour

SUMMARY

Under the direction and supervision of the Superintendent of Recreation, the Active Adults Coordinator is responsible for the planning, implementation, promotion, and evaluation of active adult and senior programs, trips, special events, and services. The coordinator serves as the primary contact for Prime-Time Club members and works to provide meaningful recreational opportunities that enhance the quality of life for active adults within the community

QUALIFICATIONS

- Must be at least 21 years of age.
- High school diploma or equivalent required; coursework in recreation, leisure services, gerontology, education, hospitality, or a related field preferred.
- Previous experience working with active adults, seniors, customer service, recreation programming, or event coordination preferred.
- Possess a valid Illinois Driver's License with a satisfactory driving record.
- Ability to obtain CPR/AED certification within six months of hire (provided by the District).
- Ability to operate standard office equipment and recreation management software

IMMEDIATE SUPERVISOR

The position reports to the Superintendent of Recreation

ESSENTIAL FUNCTIONS:

- Coordinate, implement, supervise, and evaluate active adult and senior programs, events, and trips.
- Research trends and community interests to develop new programs and enhance existing offerings.
- Promote programs through flyers, newsletters, social media, and other marketing channels.
- Utilize CommunityPass software for program setup, registration management, participant communication, and reporting.
- Independently oversee daily active adult programs, including room setup, participant check-in, and cleanup.
- Serve as the primary contact for Prime-Time Club members and active adult participants.
- Maintain accurate attendance, program records, and participant information.
- Assist participants with registration, programming inquiries, and customer service needs.
- Attend senior trips as a chaperone and safely operate District vehicles, including the 15-passenger bus, when assigned.

- Assist with planning and coordinating special events, luncheons, educational presentations, and seasonal activities.
- Monitor program budgets and assist with purchasing supplies as directed.
- Establish and maintain partnerships with community organizations, vendors, and guest presenters.
- Ensure compliance with all Park District policies, safety procedures, and risk management practices.
- Attend staff meetings, trainings, and community meetings as assigned.
- Perform other duties as assigned.

SECONDARY FUNCTIONS

- Assist with district-wide special events and community celebrations.
- Provide support to other recreation programs and departments as needed.
- Participate in staff development and professional training opportunities.
- Assist with emergency response procedures when necessary.

PHYSICAL REQUIREMENTS, ENVIRONMENTAL CONSIDERATIONS AND PROTECTIVE GEAR/CLOTHING

- Frequent standing, walking, bending, reaching, and lifting up to 30 pounds.
- Ability to transport program supplies and equipment.
- Ability to board and exit buses and assist participants during trips and events.
- Ability to work occasional evenings, weekends, and holidays.
- Ability to travel to off-site program and trip locations.

REQUIRED COMPETENCIES

- Strong interpersonal and customer service skills.
- Ability to effectively communicate verbally and in writing.
- Ability to work independently with minimal supervision.
- Strong organizational and time management skills.
- Ability to manage multiple projects and deadlines.
- Proficiency in Microsoft Office applications and recreation management software.
- Ability to establish positive relationships with participants, staff, volunteers, and community partners.
- Commitment to providing exceptional service to active adults and seniors.

HOURS

Part-time position averaging up to 18 hours per week. Schedule may include daytime, evening, weekend, and occasional holiday hours based on programming, trips, and special event needs.

This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, and additional duties may be assigned at any time.

Updated June 2026

Signature

Date