

Village of Glendale Heights

A Proud & Progressive Village for all People



*Now accepting applications for the following
Parks, Recreation & Facilities Department position*

***PART-TIME
PROGRAM & FACILITY COORDINATOR***

The Village of Glendale Heights

The Village of Glendale Heights is a modern residential, suburban community, 15 miles west of the Chicago city limits. Over the years, the Village has welcomed a significant growth, both in population, and within our business community. Its landscape is dotted with ranch homes, split levels, apartments, condominiums, shopping centers, churches, industrial business parks, beautiful community and neighborhood parks, modern service facilities, and three excellent elementary school systems.

The positive influence of many improvements to the Village, including Camera Park, renovations to the Civic Center, the Center for Senior Citizens, and the Sports Hub, unmistakably echo the vibrant character and the vitality of our community. We have become an attractive, growing community, that boasts within its boundaries AMITA Health Adventist Medical Center, GlenOaks and the beautiful Glendale Lakes Golf Club, owned and managed by the Village of Glendale Heights.

The current population is 34,208 as of the 2010 census. The Village of Glendale Heights is dedicated to maintaining its progressive atmosphere, while offering its residents superior community amenities and services that respect the concerns of residents, while striving to provide a safe, viable community in which to live.



Village Government



The Village of Glendale Heights was incorporated in July of 1959. The first election was held on August 2, 1959. Though incorporated as Glendale, the name was changed to Glendale Heights in March 1960 because of a conflict with another Glendale in southern Illinois. The name chosen is appropriate for “Glendale” as it reflects a close geographic identity with two neighbors, Glen Ellyn to the south and Bloomingdale to the north. “Heights” describes the unique topography of the Village as it rests on two distinct elevations with a 100-foot variation.

The Village is a home rule municipality under the Constitution of the State of Illinois and is governed by a Village President and 6 Village District Trustees. The elected officials serve alternating four-year terms.

The Village of Glendale Heights has over 300 employees making up several departments which include, Administration; Police; Parks, Recreation & Facilities; Public Services; Finance; Administrative Services; Community Development; and Glendale Lakes Golf Club.

Village of Glendale Heights Mission Statement

The Village of Glendale Heights strives to improve the quality of life to all its residents and commits to serve, protect and provide a high standard of services and programs through the cooperative efforts of its residents, businesses, employees and elected officials.

Part-Time Program & Facility Coordinator

The Village of Glendale Heights is accepting applications for a part-time Program and Facility Coordinator. Duties include instructing and monitoring, on a given shift, community recreation programs at all facilities including leagues (both indoor and outdoor), cultural arts, general activities, special activities for seniors, adults, teens and youth.

Responsibilities include opening and closing parks and recreation facilities, supervising classes, workshops and activities for persons engaged in recreation and park programs, assisting in the planning and management of any concession related activities including operation, inventory and staffing. Performs a variety of miscellaneous duties such as running errands, picking up supplies needed for activities and helping set up equipment for activities. Assists in the scheduling and implementation of various tournaments throughout the year. Performs administrative office duties including reception and accepting and entering program registrations.

There are a variety of day, evening and weekend shifts available, periodically working varied hours.

Graduation from high school and one year related experience in recreation activities or an equivalent combination of education and experience. First Aid and CPR certification. Valid Illinois State driver's license or ability to obtain one within three months from date of employment.

Compensation & Benefits

Starting Hourly Range: \$12.47 - \$16.82, commensurate with qualifications and experience. This is an AFSCME union, non-exempt position.

How to Apply

To apply, please submit employment application to:

Village of Glendale Heights
Attention: Human Resources Division
300 Civic Center Plaza
Glendale Heights, Illinois 60139

The selection process includes a panel interview and may include job skills testing. All job offers are conditional upon the satisfactory outcome of pre-employment drug testing and background check. Employees are required to have their permanent residency within a 20-mile radius of the Village, unless an exception is approved by the Village Administrator.

Posted 2-3-17; applications being accepted until position is filled.
An Equal Opportunity Employer