

Village of Glendale Heights

A Proud & Progressive Village for all People



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

***PARKS, RECREATION & FACILITIES
2021 SEASONAL EMPLOYMENT OPPORTUNITIES***

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.

Parks, Recreation & Facilities

2021 Seasonal Employment Opportunities

Lead Aquatic Facility Coordinator (Hourly Rate \$15.00)

The Lead Aquatic Facility Coordinator performs administrative, supervisory and professional work in the operation and maintenance of a swimming pool and in coordinating various aquatic programs in a leadership role. The Lead Aquatic Facility Coordinator manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed. Qualified applicants must be Lifeguard Training Certified. This applicant must also have four years of experience at a public pool, be First Aid and CPR certified, have skill in the operation of specified tools and equipment, and have considerable knowledge of recreation philosophy in regards to an aquatic environment and techniques used in an aquatic community recreation program.

Aquatic Facility Coordinator (Hourly Rate \$13.00)

We are seeking an energetic, hardworking, and responsible staff member to oversee the operation and maintenance of a swimming pool and its various aquatic programs. This position supervises part time recreation staff, lifeguards, instructors, seasonal employees, and volunteers, as assigned. Starfish/Starguard certification or an acceptable equivalent in Standard First Aid and CPR; water safety and lifeguard certification training.

Swim Coach (Hourly Rate \$13.00)

The Glendale Heights Dolphins Swim Team needs reliable swim coaches to lead the team's practices and swim meets. The coach is responsible for coordinating swim and land-based workouts, developing meet line-ups, and tracking individual swimmers' progress for swimmers who range in age from 6 to 18 years old. Must have prior experience in competitive swimming and a current CPR/First Aid certification (or be willing to obtain before practices begin).

Head Swim Coach (Hourly Rate \$15.00)

The Head Swim Coach performs supervisory and professional work in the operation of the swim team program in a leadership role. The Head Swim Coach provides leadership and direction in the development of short and long-range plans; acts as a role model to the team participants and provides instruction on stroke techniques and mechanics. Qualified applicants must have previous experience in competitive swimming; working knowledge of the equipment, facilities, operations, and techniques used in a swim team program; skill in operation of specialized tools and equipment and must be First Aid and CPR certified.

Lifeguard/Swim Instructors (Hourly Rate \$11.50)

We are seeking responsible, team-oriented lifeguards and swim instructors to work at our Aquatic Center. Applicants must pass a Village-sponsored lifeguard certification class before employment begins. This position is ideal for recreation/leisure majors.

Seasonal Laborer (Hourly Rate \$12.00)

Seeking applicants for performing a variety of skilled and semiskilled grounds maintenance work and construction work, and operating a variety of equipment in the operation, repair and maintenance of Village buildings and grounds. Qualified applicant must be able to read and have the ability to work diligently with team spirit and have a basic knowledge of the use and application of hand tools and some power tools. Most assignments require physical stamina, heavy lifting of up to 100 pounds and sometimes working in inclement weather conditions. Valid driver's license required.

Seasonal Youth Coordinator (Hourly Rate: \$13.00)

We are seeking an energetic, hardworking, and responsible staff members to work in the operation and coordination of the summer day camp programs. This position supervises the Youth Program Counselors. Current certification, or an acceptable equivalent, in Standard First Aid and CPR. High school diploma and two year's of college level courses, 2 year's recreation experience, including community center programming or a combination of education and experience required.

Seasonal Youth Program Counselor (Hourly Rate: \$11.00)

We are looking for energetic, hardworking, and responsible staff members who can guide and instruct children in our youth programs, including dance, drama, crafts, games and sports. Current certification, or an acceptable equivalent, in Standard First Aid and CPR is a plus. This position is ideal for recreation/leisure and education majors.

How to Apply

Interested candidates should submit a Village of Glendale Heights employment application to:

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

All job offers are conditional upon the satisfactory outcome of pre-employment drug testing and a complete background investigation. Employees are required to have their permanent residency within a 15-mile radius of the Village.

Posted 03/24/2021; applications being accepted until positions are filled.
An Equal Opportunity Employer