

Village of Glendale Heights

A Proud & Progressive Village for all People



*Now accepting applications for the
position of*

FULL-TIME SALON 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.

Full-Time Salon Coordinator

The Village of Glendale Heights Center for Senior Citizens has a position available for a Full-Time Salon Coordinator. This position performs professional cuts, styles, chemical services and therapeutic hair and scalp treatments. This position is also responsible for the efficient operation of the salon and scheduling clientele.

The Salon Coordinator may also need to assist Part-Time Program & Facility Coordinators and Customer Service Associates with work assignments, including front desk registration. The Salon Coordinator will provide quality customer service for the patrons and staff; communicate clearly and provide accurate information to the public.

Requirements for this position include graduation from high school or GED equivalent; five years of cosmetology experience, preferably working with the senior population; two-years of front desk/customer service experience preferred, familiarity with senior programming also desired; a valid State of Illinois Cosmetology License is required.

Compensation & Benefits

Starting Hourly Rate: \$18.28. This is an AFSCME union, Full-Time, non-exempt position.

How to Apply

To apply, please submit a cover letter, Village of Glendale Heights employment application and resume to:

Village of Glendale Heights
Attn: HR Division
300 Civic Center Plaza
Glendale Heights, IL 60139

Selection process includes panel interview and may include job related skills testing. All job offers are conditional upon the satisfactory outcome of pre-employment drug testing and a background check. Employees are required to have their permanent residency within a 20-mile radius within the Village.

Posted 3-26-2021; applications are being accepted until the position is filled.
Equal Opportunity Employer.