

WAUKEGAN PARK DISTRICT

Position Vacancy Job Posting Recreation Specialist – History

Job Title: Recreation/Recreation Specialist – History

Location: Waukegan History Museum at the Carnegie

Status of Employment: Full-Time, Exempt

Compensation: \$51,000-\$55,000 annual salary DOQ, plus excellent benefit package

We provide a highly competitive, employee friendly benefit and incentive package to support you in your personal and professional journey which includes:

- medical, dental, vision coverage or opt out incentive
- life insurance
- Illinois Municipal Retirement Fund (IMRF) defined benefit pension and 457 deferred compensation plan
- flexible spending account
- paid time off starting first day of employment: 10 vacation days, 3 personal days, 12 holidays, 4 floating holidays, sick time accrued monthly, and discretionary time earned annually
- Park District facility usage and program discounts
- cell phone reimbursement
- training and professional development opportunities
- student loan reimbursement program

Position Summary:

Plan, organize, lead, and manage a wide range of historical programs, museum tours, services, and special events designed to involve the community and preserve local heritage. Promote and encourage public interaction with engaging and accurate communication while providing historical and cultural context. Responsible for supervision of staff, District volunteers, and independent contractors that foster a collaborative and mission-driven environment that supports daily operations. This position is required to adhere to all Waukegan Park District (District) policies and procedures.

Essential Functions:

- Demonstrates strong public speaking and presentation skills to diverse audiences.
- Researches and writes content for history related exhibits, programs, and publications.
- Supervises front desk operations, including, but not limited to, troubleshooting issues and payments.
- Assists staff and volunteers in the performance of their duties.
- Collaborates with museum staff and the Waukegan Historical Society Museum committee in planning and developing museum exhibitions.
- Oversees cash drawer and balance receipts, securing monies and receipts.
- Assists in planning and management of Cultural Arts special events and specialty programs.
- Reviews daily facility schedule and ensures facility is prepared for usage.
- Receives payments for programs, entry fees, sponsorships, donations, facility or room usage fees, Waukegan Historical Society payments, and any other additional payments as needed.
- Performs targeted cleaning of facility as needed including, but not limited to, program areas.
- Submits work orders to Parks Department for necessary repairs or maintenance.
- Uses recreational management suite for, but not limited to, payments, cash handling reconciliation, program registration, facility registration, and program rosters.
- Responds to the public and District staff inquiries and needs with promptness and professionalism.
- Collaborates with Manager of Cultural Arts and Recreation Supervisor Museum Curator in award submissions at various governmental levels.
- Evaluates the effectiveness and efficiency of programs and services, and makes recommendations for introduction, expansion, reduction, or deletion of programs and services.
- Implements developmentally appropriate activities that are aligned with the needs and interests of the participants.

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- Recruits, selects, trains, supervises, and evaluates part-time/seasonal/temporary staff and District volunteers. Provides leadership and direction to volunteer support organizations.
- Contracts with independent contractors and vendors for programs and services as needed.
- Serves as liaison to the Waukegan Historical Society.
- Maintains Waukegan Historical Society collections, archives, and databases in accordance with collections management best practices.
- Assists in the development and implementation of long-range plans and strategies.
- Assists with the development and implementation of a marketing strategy including, but not limited to, pricing and promotional expenses.
- Assists with preparation of the annual budget.
- Collaborates with department and District staff in securing funds through, but not limited to, fundraisers, sponsorships, donors, grants and governmental funding.
- Maintains records and files related to assigned programs and facility usage.
- Answers customer inquiries or directs to appropriate staff as necessary.
- Works special events as needed.
- Drives District vehicles.
- Works evenings, weekends, and holidays as assigned.
- Conducts duties adhering to all safety requirements.
- Performs other duties and responsibilities assigned by supervisor to support the Recreation Department or the District.

Qualifications:

Age

- 21 years and older

Education

- Bachelor's degree in History, Public History, Museum Management, or a related field required

Experience

- Minimum two (2) years of experience combined in the following areas preferred:
 - Museum environment, preferably history related
 - Docent tour guide
 - Program facilitator
 - Exhibit content creator
 - Maintaining archives

Knowledge, Skills and Abilities

- Historical and museum planning and operations principles
- Microsoft Office experience in Excel/Word/Outlook
- Comprehensive archival and collections management system preferred
- Operate job related equipment
- Communicate effectively with employees through listening, speaking, writing, and non-verbal cues
- Demonstrate initiative and responsibility
- Demonstrate effective staff leadership
- Manage workload and hours with minimal direction
- Make timely and effective decisions
- Prioritize work efficiently and effectively
- Follow procedures to obtain appropriate results
- Develop positive rapport with interpersonal departments, public, vendors, contractors, media, and community groups Bilingual English and Spanish preferred
- Identify problems or challenges and develop and implement solutions
- Perform basic mathematical calculations. Compute rate, ratio and percentage

License/Certification

- Valid and unrestricted driver's license, not including vision restrictions for corrective lenses
- First Aid/CPR/AED certification required within one (1) year of hire date

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Physical, Environmental, and Safety Considerations

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.

Physical Considerations

- Regularly walk, sit, talk, and hear
- Regularly use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms Occasionally climb, balance, stoop, kneel, crouch, or crawl
- Occasionally lift and move materials up to 50 pounds and handle materials over 50 pounds with assistance
- Regular vision abilities for this job: close, distant, peripheral, depth, color vision, and focus

Environmental Considerations

- Repetitive work (i.e. computer keyboard)
- Occasionally in and out of controlled temperatures throughout the day
- Occasionally exposure to weather conditions

Safety Considerations

- Use good safety awareness and judgment

Residency: Employees are encouraged, but not required, to become residents within the boundaries of the Waukegan Park District.

Hours:

Tuesday - Saturday schedule; 40 hours per week.

Work schedule may vary and will include regular evenings and weekends. May involve additional hours on an as needed basis.

Contact:

Bryan Escobar

Recreation Supervisor - Museum Curator

bescobar@waukeganparks.org

847-360-4749

Closing Date:

Open until filled.

Application Procedure:

Apply online at [Waukegan Park District \(waukeganparks.org\)](http://Waukegan Park District (waukeganparks.org))