



Program Manager - Preschool, Early Childhood, Day Camp Lemont Park District

Contact Name: Lisa Dian

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Closing Date:

Salary: \$55,000-\$65,000 (DOQ)

Description:

Job Summary:

The Program Manager manages the Districts Education programming including Preschool and Early Childhood programs, Day Camps, Youth enrichment programs and other Community Related Events and volunteer opportunities.

Essential Job Functions and Responsibilities:

- Manages daily operations and curriculum of the Preschool Academy, Early Childhood programming, Day Camp, special events, and youth programs.
- Work closely with staff, students, and parents with any educational or behavioral matters, collaborate with SEASPAR when necessary.
- Responsible for facilitating various local programs; job coaching and volunteer coordination including Special Ed Job Coop opportunities.
- Point of contact for the organization and implementation of Veteran activities and events.
- Program management, class instruction, coordinating and administering assigned special events.
- Work collaboratively with the Marketing Department to update brochures, press releases, promote all assigned programs efficiently and effectively.
- Prepare the budget for areas of program responsibility; execute and maintain operations within the confines of the approved budget allotment; continually monitor and evaluate expenses and revenue.
- Manage program and/or event contracts and agreements based on need with program oversight; confirm proper documents are received and meet the district's contractual and insurance specifications; ensure contract and agreement terms to meet service needs.
- Utilize recreation and financial software programs.
- Hire, train, schedule, supervise, and evaluate assigned program staff.
- Responsible for setting and achieving goals and objectives on time.
- Attend professional conferences and workshops.
- Perform other duties as assigned.

Job Qualifications:

- Bachelor's degree in Recreation Administration, Early Childhood Education, or related field.
- Park and Recreation Administration, customer service and program planning skills are required. Minimum of five years' experience in related field preferred or any equivalent combination of education, experience, and training.
- Current Certified Park and Recreation Profession (CPRP) status preferred or eligible to acquire within one year of hire.
- Microsoft Word and Excel skills required.
- Rec Trac and EPact experience preferred.
- Valid Illinois Driver's License.
- CPR/AED/First Aid certified within 90 days of hire.

Work Environment:

The physical demands of this position are minimal. Most of your job will be at a desk and takes place in a typical office environment. Perform hand and arm movements as when working on a computer keyboard or calculator. Reading handwritten information and writing legibly. Job may include walking, standing, lifting, twisting, bending, or squatting.

SCHEDULE & PAY: This is a full-time, exempt position. Minimum of forty (40) hours per week with availability to attend evening Park District meetings when necessary. Target hiring range is \$55,000-\$65,000/year, DOQ (dependent on qualifications).

BENEFITS OFFERED: In exchange for your time and talent, we offer a generous benefit package.

*Medical & Prescription Coverage

*Dental & Vision Coverage

*Life Insurance (basic & voluntary)

*PATH Wellness Program

*EAP Employee Assistance Program

*Pension Defined Benefit Plan (IMRF)

*457 Defined Contribution Plan

*Vacation and Sick Time

*Paid Holidays (as defined in our Policy Manual)

*Tuition Reimbursement

*Facility Discounts & Usage Benefits

Please go to our website to apply:

<https://lemontparkdistrict.org/employment-opportunities/>