



## Recreation Manager

### Village of Algonquin

**Contact Name:** Stacey VanEnkevort

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**Closing Date:**

**Salary:** \$68,127 - \$73,984 D.O.Q.

#### **Description:**

##### **POSITION OVERVIEW:**

We are seeking a dynamic and enthusiastic Recreation professional to join our team as a Recreation Manager. Reporting to the Recreation Director, this vital role involves planning, coordinating, and supervising various recreational programs and community events. The ideal candidate will be a creative thinker, constantly bringing fresh ideas and staying up to date with the latest trends in Parks and Recreation. We are looking for a leader with a strong background in program development, exemplary organizational skills, and a passion for enhancing community life through high-quality recreation opportunities. If you are dedicated to making a positive impact and leading with enthusiasm in the Recreation field, we invite you to apply and help enhance the vibrant and engaging recreational offerings in Algonquin!

##### **KEY RESPONSIBILITIES:**

- **Program Development and Management:** Design, implement, and manage innovative recreational programs and events that cater to the diverse interests and needs of our community.
- **Evaluation and Reporting:** Monitor program outcomes and participant feedback to evaluate program effectiveness and identify areas for improvement.
- **Facility Management and Scheduling:** Oversee the scheduling and maintenance of all recreational facilities, optimizing usage and ensuring a safe and welcoming environment for all.
- **Community and Stakeholder Engagement:** Foster positive relationships with community stakeholders, including local organizations, schools, and businesses, to enhance program offerings, promote collaboration, and develop/manage sponsorships.
- **Marketing and Promotion:** Develop marketing strategies to promote recreational programs and events, utilizing various channels to reach our target audience effectively. Coordinate the compilation of program details for the seasonal brochure, ensuring timely dissemination for resident registration per established timelines.
- **Budget Management:** Assist in the development and management of departmental budgets, ensuring fiscal responsibility and efficient resource allocation.

**REQUIREMENTS (education/experience):** The ideal candidate must have Bachelor's degree in Parks and Recreation or related field. Minimum 3 years of experience in the Parks and Recreation field is required, with 5+ years being preferred. Must be a Certified Parks and Recreation

Professional (CPRP) and certified in First Aid/CPR/AED or have the ability to obtain certifications within a reasonable timeframe. A valid driver's license is required.

**REQUIREMENTS (skills):** The ideal candidate must have strong interpersonal and communication skills, sound judgement, a high degree of accuracy/attention to detail with multi-tasking capabilities and able to prioritize tasks to meet deadlines, have the ability to work independently as well as within a team-based environment to service customers. Working knowledge of Microsoft Office is required and experience with In Design and other Adobe programs is preferred. Experience with Tyler Park and Rec software is a plus.

**TO APPLY:**

Interested candidates are encouraged to apply early and are required to complete and submit an employment application and resume. Mailed or dropped off applications and resumes **will not** be accepted. Visit [www.algonquin.org/hr](http://www.algonquin.org/hr) for more information and to apply.