



Facility Supervisor - Four Rivers Environmental Education Center

Forest Preserve District of Will County

Contact Name: Donna Suca
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Contact Phone: (815) 722-5667
Closing Date: 2022-03-20
Salary: \$57,726.00

Description:

WILL COUNTY FOREST PRESERVE

JOB DESCRIPTION

TITLE: FACILITY SUPERVISOR

DEPARTMENT: VISITOR SERVICES

LOCATION: FOUR RIVERS ENVIRONMENTAL EDUCATION CENTER

BASIC FUNCTION

Under minimal supervision, develop, coordinate, manage, and supervise the day-to-day operational and programmatic aspects of the visitor facility and other programmatic sites. Develop long-term strategic plans for exhibits, programs, and visitation that will ensure the sustainability and relevance of the visitor center in the county.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Visitor Services

Supervises: Program Coordinators; Interpretive Naturalists; Reservation Manager; Concession Manager (site specific); Guest Service Associate; Facility Office Managers (site specific); Part-time and seasonal support staff; Volunteers (site specific)

Works closely with: Other Facility Supervisors; Permitting and Recreation Supervisor; Operations Supervisors; Chief Landscape Architect; Marketing and Communications Department staff especially the Digital Communications Manager; Volunteer Supervisor, Lieutenant; IT Systems Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise and oversee all functions associated with the daily operation of the facility such as: staffing, budget, strategic planning, visitor services, exhibit design, site safety, and and recreational and educational program development, and customer service such as permit issuance, cash handling/reporting, gift shop/concessions.
2. Develop operational and programmatic strategic plans for the respective facility that ensures quality programs and interpretive components/exhibits, and continues to move the facility forward.

3. Develop, coordinate and oversee large-scale interior and exterior exhibit or campus improvement projects.
4. Seek, submit, and execute grants that would provide funding support for facility projects.
5. Identify program needs and interests and plan programs, events, and exhibitions that will increase visitor attendance to and create greater awareness of the visitor facilities, and provide exceptional customer service.
6. Establish target metrics for programs and attendance; analyze and assess data annually; and develop and execute plans for improvement.
7. Develop annual facility/section budgets and execute budgets to ensure continuation of current operations and programs and new initiatives (programs, events, exhibitions, exhibits) are properly funded; including seeking and securing outside grant funding when applicable.
8. Supervise, motivate, direct, evaluate, and train facility staff to effectively achieve the exceptional interpretive programming and customer service.
9. Develop operational and programmatic procedures to ensure proper execution and operation of facility functions including determining program and staff schedules, and facility work rules and procedures.
10. Develop and analyze education and recreation programming to ensure high quality program executions including proposal development, budget, staff training, and program evaluation.
11. Coordinate the administration of permitting and point of sale procedures relative to the facility.
12. Develop, manage, oversee, and execute vendor contracts for events, exhibitions, and interpretive facility projects.
13. Plan for and oversee wayside exhibits as part of their facility campus interpretive area; including design/content, fabrication, inventory and replacement.
14. Promote the District mission by increasing the presence of their facility in the community and increase visitation to and knowledge of the facility by the development of programs, exhibits, events, and exhibitions.
15. Serve as department/section/facility representative on core planning teams and projects

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of educational philosophy, learning styles and educational teaching techniques.
- Working knowledge of educational and recreational program planning and facility development sufficient to meet programming goals.
- Knowledge of current trends in educational programming and planning.
- Knowledge of operating procedures for rental facilities including cash handling.
- Ability to analyze current trends in programming, recreation, and events and develop innovative strategies to increase services, attendance, and revenues.
- Working knowledge bid, contract and RFP process.
- Ability to participate, facilitate and direct strategic planning, project planning, annual work plans and budget development.
- Develop operations plans and procedures for District implementation.
- Ability to supervise operations at two or more visitor sites with multiple functions.
- Strong management and interpersonal skills to collaborate interdepartmentally to achieve District goals.
- Ability to motivate other staff and team members to accomplish work plans.

- Effective communication skills, both orally and in written form.
- Ability to conduct/lead educational programs and workshops.
- Effective strategic planning and analytical skills.
- Excellent computer skills in Microsoft word processing, spreadsheet, and database.
- Administrative knowledge of reservation software and POS applications.
- Ability to model and promote teamwork, positive working relationships, and the District's core values that include quality, customer service, cooperation, leadership, employee wellness and environmental awareness.

TRAINING AND EXPERIENCE

- Bachelor's degree in outdoor education, history, biology, environmental education, science teaching, cultural history, museum studies, parks and recreation, or related field.
- Five – seven year's experience in the professional field, including experience in interpretive and educational program delivery.
- Five to seven year's of supervisory experience with experience operating a revenue generating facility, interpretive or education facility or large program.
- Must hold valid Motor Vehicle Operator's license
- Must hold valid State of Illinois Food Service Sanitation Manager Certification (site specific)
- Valid CPR/First Aid, Small Craft Safety certification

WORKING ENVIRONMENT AND CONDITIONS

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This position includes the option of a maximum of 16 hours of remote work during each work week, subject to supervisor approval.

Manual Dexterity: Ability to move between sitting at a computer/meeting, standing, walking for 6-8 hours.

Physical Effort: Ability to lift on occasion up to 40 lbs.

Working Conditions: Ability to work out-of-doors with occasional exposure to moderately disagreeable weather in the preserve while both on and off trail.

Ability to swim; ability to enter/exit/maneuver water-based craft (kayak, canoe, row boat)

Hazards: Negligible

PAY RANGE AND ANNUAL SALARY

Pay Grade: 12

Salary Minimum: \$57,726.00

APPLICATION PROCEDURES:

Resumes will be accepted until Sunday, March 20, 2022. Send a cover letter and resume to:

Donna Suca, Director of Human Resources

Forest Preserve District of Will County

17540 W. Laraway Road

Joliet, Illinois 60433

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