



## **Assistant Manager of the Community Recreation Center** Schaumburg Park District

**Contact Name:** Heather Simross

**Contact E-mail:** HeSimross@parkfun.com

**Contact Phone:**

**Closing Date:**

**Salary:** Up to \$58,000 / year

### **Description:**

#### ABOUT US

Schaumburg Park District is an award-winning parks and recreation agency that provides its 80,000 residents with a wide variety of recreational programs, classes, and events as well as facilities, parks and open spaces.

#### JOB SUMMARY

Our Assistant Manager is responsible for managing the CRC fitness center operations, membership sales, concession operations as well as dog park membership sales and service. Additionally responsible for seasonal supervision of the Water Works Water Park and Volkening Lake. This includes a staff of award winning lifeguards, head lifeguards, and swim lesson instructors.

#### QUALIFICATIONS

Qualified applicants will be a strong swimmer and have a bachelor's degree in Recreation, Sport Management, Hospitality, or Business Administration. Liberal arts degrees also acceptable along with prior experience with similar job duties. At least three (3) years related experience along with prior supervisory experience required. We will provide the following training and certifications (must be able to acquire within 1st year of employment): Lifeguard certification, Food Service & Sanitation Certificate, AFO, CPR, AED, and First Aid Instructor certification. Valid Illinois driver's license required.

#### PAY, BENEFITS & WORK SCHEDULE

This is a full-time year-round exempt position. Target hiring range is up to \$58,000 / year DOQ (depending on qualifications). Work schedule is generally Monday through Friday 8:30am – 5pm, with occasional nights and weekend as may be required.

Our full-time benefits package includes:

- Free and/or discounted Park District classes, programs, events, and memberships for you and your family\*! (\*see definition\*)
- Medical Insurance
- NEW! Zero Card
- Dental Insurance

- Vision Insurance
- Prescription Insurance
- FSA Healthcare
- FSA Dependent Care
- Basic Life Insurance
- Voluntary Life Insurance
- AFLAC Indemnity Plans
- IMRF Pension (Retirement, Disability, Life)
- 457 Retirement Plan (Nationwide)
- Paid Vacation, Personal Days, Floating Holidays, and Sick Time
- Employee Wellness Programs and Incentives
- Employee Recognition Programs

APPLY NOW! Visit us at: <https://schaumburgparkdistrict.bamboohr.com/jobs/>

\*\* Position will be open until filled. \*\* Schaumburg Park District is an Equal Opportunity Employer. \*\*