



Oakton Center Manager

Skokie Park District

Contact Name: Lynn Seebacher

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Closing Date:

Salary: \$73,000 to \$80,000 hiring range, depending on education and experience. This is an exempt position.

Description:

Skokie Park District has an immediate opening for a full-time Oakton Center Manager. The Oakton Center Manager is responsible for the entire operation and management of the Oakton Community Center, facility programming, and its staff. We offer an exceptional workplace, and an excellent immediate benefit package that includes medical, dental and vision coverage effective on the first day of employment. We are proud of other benefits offered to full-time staff. Some of our key benefit offerings are highlighted below:

Generous paid vacation, sick and personal leave, 8 paid holidays

Participation in IMRF (a defined benefit pension plan), and other voluntary retirement plans, disability benefits provided by IMRF, life insurance.

Continuing education benefits and participation at job related seminars and conferences.

Paid parental leave - up to 8 weeks after one year of service.

Facility Usage benefits for employee and their immediate family.

Discounted rates for the following programs: preschool, childcare at our full service day care center, enrollment in our before/after school childcare program and summer camp programs.

Qualifications: Bachelor's degree in Recreation and Park Administration or closely related field. Position requires three (3) to five (5) years experience in facility management and or recreational programming experience. Prior supervisory experience and experience with special event and festival management and planning. Must possess excellent leadership, communication, customer service, and presentation skills. Prefer a Certified Park and Recreation Professional (CPRP).

Duties: Responsible for the overall operation and management of the Oakton Community Center including staff, programs, the Exploritorium, facility rentals, maintenance, security, heating and cooling and the overall upkeep and cleanliness of the facility.

Responsible for overseeing Pooch Park memberships, Pooch Park customer service, Pooch Park events, and coordinates park maintenance needs with Park Services.

Plans, directs, implements and evaluates various district-wide special events, active adult programs, school-age and teen programs, before and after school childcare programs, school day off programs, Exploritorium programs and summer camps.

Directly oversees and is responsible for the hiring, training, supervision, and evaluation of Oakton Center full-time staff that include: Oakton Center Customer Service and Events Supervisor, Active Adult Supervisor, SPACE Before/After School Program Manager, Oakton Center Recreation Services Supervisor, and Oakton Custodial Supervisor. Indirectly supervises all facility part-time staff.

Develops the Oakton Center budget; reviews monthly budget reports to ensure operations are running within budget.

Coordinates the 4th of July Fireworks event, Scream Scene Halloween event, and serves as the chair of the district's Festival of Cultures.

Approves and submits payroll for all Oakton Center staff.

Provides monthly board reports, attends board meetings as requested.

Conducts staff meetings.

Prepares, reviews and proofs brochure copy for all Oakton Center programs; updates the district's website and Oakton program calendar to insure that Oakton facility information, programs and events are listed accurately.

Schedules facility maintenance and repairs.

Maintains an inventory of facility supplies and equipment, orders new supplies and equipment as needed following district purchasing guidelines. Prepares bids for capital projects.

Develops and maintains the Oakton Center Operations Plan and Manual.

Serves as a lead member of the Backlot Bash Committee. Serves on other district committees as requested. Serves as an active member of the Safety Committee, ensures that the Oakton Center meets all safety standards.

Greets and interacts with the public in a courteous and knowledgeable manner. Performs other duties as assigned.

To apply: Complete online employment application, use the link below:

<https://www.applitrack.com/skokieparks/onlineapp/JobPostings/view.asp?AppliTrackJobId=498>

The Skokie Park District is an equal opportunity employer.