



## **Athletic and Facility Manager**

### **Park District of Franklin Park**

**Contact Name:** Maria Laskowski

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**Closing Date:**

**Salary:** \$40,000-\$50,000

#### **Description:**

**Job Summary:** The Athletic/Facility Manager is responsible for the operation, organization, and evaluation of facilities and programs within the Park District of Franklin Park including, but not limited to Community Center, Athletic Programming – Micro Sports, Youth Athletics, Adult Leagues, Adult Athletics, Adult Fitness, Fitness Center and Senior Programming. The Athletic & Facility Manager is a liaison to our Sport Affiliates: Thunder Soccer and Vipers Baseball/Softball. He or she hires, trains, and supervises paid and volunteer recreation personnel in program activities by performing the following duties as listed below.

**Education and Experience:** Bachelor's degree required in Recreation, Park, or Leisure Service Administration or related field. Experience in a public recreation services agency preferred. Related experience and basic understanding in Facility Management and related programs.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Essential Functions and Responsibilities**

**A. General Administration** • Preparation and implementation of specific facility and program budgets within adopted guidelines. • Research, analyze, review, recommend, and interpretation of facility and program fees and appropriate policies. • Monitor and review appropriate financial reports. • Develop and implement goals and objectives for assigned areas of responsibility. • Purchase and maintain inventory of supplies and merchandise as required and within adopted guidelines. • Attend professional educational training and remain informed on current trends and issues in related areas of responsibility. • Serve on various Park District and Department committees. • Preparation and presentation of written and verbal reports as assigned. • Work with Sport Affiliates for scheduling of fields and completing yearly affiliate agreement.

**B. Personnel Management** • Supervision, recruitment, selection, hiring, training, evaluation and dismissal of staff according to adopted policies of the following: Community Center Staff, Fitness Instructors and Athletic Programs. • Organize or conduct appropriate safety training for staff. • Conduct appropriate customer service training for staff. • Establish personnel quality control systems for ensuring customer satisfaction. • Maintain accurate payroll and personnel records.

C. Planning • Evaluate customer/community interests and assess needs; make recommendations on facilities/programs. • Plan and implement capital repairs and improvements for facilities according to adopted guidelines. • Submit appropriate facility and program reports as requested or as need requires. • Review and recommend independent contractor agreements for various areas of operation. • Develop and implement written cooperative agreements with related community user groups.

D. Program Management • Research, plan, develop, implement, and evaluate fitness, athletic, and senior programs as proposed and approved. • Prepare appropriate budget, marketing, and staffing schedules. • Develop new and innovative programs where need exists. • Evaluate and modify existing programs to meet current and future community needs. • Update Rainout Hotline during the summer/fall seasons.

E. Facility Management • Provide and supervise quality operation of the Community Center. • Develop and maintain quality preventive maintenance programs for all assigned facilities. • Develop and implement marketing plans for assigned facilities. • Maintain effective and efficient scheduling program for assigned facilities.

F. Public Relations • Develop and maintain effective internal and external public relations with staff, customer, press (as needed), vendors, other agencies and the community. • Maintain daily written and verbal communication with customers, staff, agencies, organizations and individuals. • Encourage and maintain inter-departmental communication within the Park District through meetings and written correspondence. • Develop and maintain high customer service standards. • Work special events in district and attend other community events, as requested.

G. Marketing • Develop and implement effective marketing plans for facilities and programs. • Evaluate and revise marketing plans on a regular basis. • Develop appropriate user surveys for marketing purposes. • Prepare accurate and appropriate program/facility information for brochures and other public information.

H. Safety, Health, and Loss Control • Support, promote, and make recommendations regarding all safety, health, and loss control policies as adopted by the Park District. • Be familiar with the Employee Safety Manual. • Be familiar with the safe operation of any equipment necessary in accomplishing required tasks. • Responsible for providing all injury, illness and health information required by the Park District. • Maintain Automatic External Defibrillators (AED) at Community Center to ensure all are operational.

Salary and Benefits The position is full-time and salary is dependent on qualifications. The position includes a competitive benefits package, including: • Medical Coverage, PPO or HMO • Dental Coverage • Prescription Coverage • Vision Coverage • Life Insurance • Illinois Municipal Retirement Fund Pension / Defined Benefit Plan (IMRF) • Short- and Long-Term Disability (IMRF) • Paid Time Off • Tuition Reimbursement • Professional Membership Dues Reimbursement • Park District Facility Discounts and Usage Benefits

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