



Recreation Manager - Adults

Oak Brook Park District

Contact Name: Mike Contreras

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Closing Date:

Salary: \$55,500 + DOQ

Description:

SUMMARY: The Recreation Manager is responsible for managing all adult and senior programs, along with the Park District's non-fitness related special events. The Recreation Manager is also responsible for directly supervising all staff required to maintain these programs.

SUPERVISORY: The Recreation Manager reports directly to the Superintendent of Recreation.

ESSENTIAL JOB DUTIES:

- Prepare board reports, and supporting documentation for board and/or committee meetings.
- Communicate with the Superintendent of Recreation regularly on Park District matters.
- Plan and prepare performance appraisals.
- Recruit and select the employment of Park District personnel.
- Develop, coordinate, and evaluate new and existing programs.
- Manage all recreation programs assigned to this position.
- Oversee the purchase of program supplies.
- Demonstrate exceptional customer service skills in all communications.
- Develop and submit seasonal brochure and Pioneer Post copy to the Superintendent of Recreation.
- Prepare payroll for all staff directly reporting to this position.
- Perform other duties as assigned by the Executive Director, Deputy Director or Superintendent of Recreation.
- Support the District's safety initiative including adhering to policies and procedures, performing your job in a safe manner, attending required training, seeking additional training as needed, training and coaching your staff, promptly investigating and reporting accidents/incidents, and proactively addressing hazards in the workplace.
- Work with the Marketing and Communications Administrator to effectively market all recreational areas of responsibility.
- Work with Recreation Manager - Athletics to schedule the required fields and the appropriate set up for events and programs.

- Work with Superintendent of Recreation to schedule the required gymnasiums and the appropriate set up for events and programs.
- Assist in maintaining fiscal control of Recreation Department budget in areas of adult, senior, contracted programs and special events.
- Plan, manage and lead all non-fitness related Park District Special Events. Participate in other Special Events as assigned.
- Manage the day-to-day operations and staffing of senior trips, Travel Club, assigned special events, and all in-house and contracted non-athletic senior and adult contracted programs.
- Program and administer all senior trips. Directly schedule and manage trip itineraries. Serve as escort on all trips.
- Plan and facilitate at least two multi-day senior trips per year, including pre-trip planning, site supervision, and evaluation.
- Program and administer senior luncheons.
- Focus on welcoming diversity, encouraging inclusion and creating equity for all.

HOURS:

The Recreation Manager - Adult is a Full-Time position working a minimum of 40 hours per week. Scheduled hours vary and are determined based on program needs. This position may require night and weekend work, and the work hours will need to be adjusted accordingly.

EDUCATION, EXPERIENCE AND TRAINING:

Bachelor's degree in Parks and Recreation or related field, and a minimum of 5 years of experience in Recreation programming. Basic knowledge of Microsoft operating systems, and experience with Active Network software is preferred. A valid Illinois Driver's License is required. CPRP or ability to become a Certified Park and Recreation Professional (CPRP) by taking the CPRP exam. CPR/AED certification is required and training will be provided by the Park District.

MARGINAL FUNCTIONS:

- Attend Park District meetings as necessary.
- Conduct staff meetings as necessary.
- Represent the Park District at various public functions.
- Assist the registration desk with registration and customer service.
- Substitute for any staff reporting to this position if they are unable to perform their work.
- Establish and maintain relationships with other agencies, business organizations, and community groups.

PSYCHOLOGICAL REQUIREMENTS:

- Ability to work independently in day-to-day operations.
- Ability to work in a team atmosphere.
- Ability to utilize computer skills, including proficiencies in word processing and basic spreadsheet applications.
- Ability to work effectively in a climate of political assertiveness and interaction, requiring timely administrative responsiveness and flexibility.
- Must be able to function effectively in a fast-paced environment.
- Must be able to deal with people under stressful and demanding situations.
- Ability to maintain positive and effective working relationships with department heads, supervisors

and other staff members.

PHYSICAL REQUIREMENTS:

- General work area is indoors, in a smoke-free environment, with controlled temperature and fluorescent lighting.
- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting.
- Drive motorized vehicle to travel to different locations.
- Performs lifting tasks up to 25 pounds.

The Oak Brook Park District is an Equal Opportunity Employer.

For questions please email Mike Contreras at mcontreras@obparks.org.

Interested applicants are asked to send a current resume and cover letter to Mike Contreras, 1450 Forest Gate Road, Oak Brook, IL 60523 or via email to mcontreras@obparks.org