



Program Manager- Youth Camp, Before/After School Care and Enrichments

Glencoe Park District

Contact Name: Adam Wohl

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Contact Phone: 847-835-3030

Closing Date: 2022-06-30

Salary: \$62,500 + DOQ

Description:

Summary of Role:

Come join the team at a gold medal award-winning and distinguished accreditation park district! We are seeking an innovative, detail-oriented and enthusiastic professional with the ability to develop and implement high-quality recreation programs. Responsibilities include developing and managing a variety of recreation programs including youth general interests, before and after school Kids Club, School Day Off Fun, and Summer Camp for elementary school-aged students

Pay/Salary:

Salaried, \$62,500- commensurate with experience. We offer a highly competitive salary and benefits package, generous vacation and sick leave, IMRF pension, and great health insurance options.

Duties and Responsibilities:

Under the direction of the Assistant Director of Recreation and Facilities, the Program Manager is responsible for directly supervising part-time and seasonal staff. May indirectly supervise other part-time and seasonal staff, as required. Is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; reviewing and approving payroll; addressing complaints and resolving problems.

Days & Hours:

Monday through Friday, with some nights and weekends as scheduled

Education/Experience:

Bachelor's Degree in Recreation and Park Administration, Leisure Studies, or related field from an accredited college or university or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Certified Park and Recreation Professional is desired.

How to Apply:

Send resume to Adam Wohl, awohl@glencoparkdistrict.com, or via our website, www.glencoparkdistrict.com. Glencoe Park District is an Equal Opportunity Employer.