



## **Aquatics & Facility Manager**

### **Itasca Park District**

**Contact Name:** Sandy Harris

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**Closing Date:**

**Salary:** \$48,000-\$60,000 Hiring Range, DOQ

#### **Description:**

Job Title: Aquatics & Facility Manager. FLSA Classification: Full-time; Exempt Employee Benefit Status: Level 1; Exempt Department: Administration Immediate Supervisor: Superintendent of Recreation & Facilities.

Submit cover letter, resume and Park District application (found on website) via mail: Itasca Park District, c/o Sandy Harris, 350 E Irving Park Road, Itasca, IL 60143 or [sharris@itascaparkdistrict.com](mailto:sharris@itascaparkdistrict.com). Please apply ASAP, as interviews will occur as obtained. [www.itascaparkdistrict.com](http://www.itascaparkdistrict.com). A complete job description is available upon request.

Itasca is a 9,200 resident community, west of Chicago. It is governed by a 5 member Board of Commissioners and employs 13 Full -Time and over 250 Part-Time Employees, with a \$5.8M budget. The District is a 3X Gold Medal Award Winning Agency and boasts 144 acres of parks, 8 playgrounds, nature center, bird sanctuary, athletic fields, waterpark, museum and 40,000 sqft, Recreation & Fitness Center. Annually, 76,300 participate in programs and events; 300,000 visit parks; and 370,000 visit the Recreation Center.

The District is committed to the future by being innovative, proactive and evolving; while remaining inspired by the communities' past. This is reflected in district led projects; including, redevelopment of the Ray Franzen Bird Sanctuary; preservation and restoration of the oldest publicly owned building in the community.... The Itasca Train Depot; and the most recent \$4M Itasca Waterpark Redevelopment. The district is a leader among local taxing bodies, businesses and community groups; looked to for creative ways to work together for the benefit of the community. Through over 20 intergovernmental agreements and 50 public-private partnerships/sponsorship, the District has provided the community cost and energy savings, improved quality of life and wellness, and improved access to all.

Position: The District is looking to find someone who is innovative, creative, dynamic, willing to learn at a fast pace and be exposed to a wide variety of areas! You do not need years of experience, nor be an expert in any given area, just a dedication to parks & recreation, and having fun. The position has a focus on Facility Management of the Itasca Recreation & Fitness Center, Itasca Waterpark (summer only), and designated program and special events. Responsibilities include, but are not limited to hiring, creating, planning, budgeting and implementing.

Applicant must be 21 years or older. A bachelor degree in Park and Recreation Management or the

equivalence in related experience and education is required. The individual should possess friendly and effective interpersonal, written, verbal and telephone communication skills. Individual must be familiar with Microsoft Office applications and able to learn other software packages. The individual should have the ability to plan, organize, supervise and lead recreation and educational programs and staff. The individual will be expected to be/or become a certified First Aid and CPR/AED Instructor, Ellis Instructor, and obtain a Food & Service Sanitation License, AFO or CPO certification, and have a valid Illinois class D driver's license.

The Aquatics & Facility Manager is a full-time employee. General work hours are a minimum of 40 hours a week. Work hours generally take place Monday through Friday, although some weekend hours and evening hours apply – especially during the Waterpark Season.