



FT Asst. Facility Manager - Programming

Glen Ellyn Park District

Contact Name: Lynn Wiltfong

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Closing Date:

Salary: \$47,000- \$55,000/yr. depending on qualifications

Description:

The Glen Ellyn Park District is looking for a high-energy, creative, and enthusiastic individual to maintain and enhance the flourishing programs and events at our premier sports and fitness center. Ackerman SFC boasts three full-size basketball courts with an elevated walking track, a 7,000+ sq. ft. fitness center, a 60x45 indoor turf field, four batting cage tunnels, a training room for individual or sports team training, a group fitness/dance studio, and several multi-purpose rooms. With the recent passing of a \$15.9 million referendum to improve and expand multiple facilities and parks as well as purchasing land for future developments, the Glen Ellyn Park District is planning an expansion to this facility with a new 6,000-square-foot gymnastics center, two new adult exercise and fitness studios, as well as various other facility improvements.

JOB SUMMARY:

Under the direction and supervision of the Facility Manager, the Assistant Facility Manager – Programming will primarily be responsible for programming and special events offered at ASFC. Current programming areas include, various athletic instructional classes and camps, Arts & Crafts, Summer Fun, and Day Off School Camps, Kids Night Out and Tween Nights, Senior and Family Bingo nights, and themed birthday parties. Special Events include the Glow Run and Kids Color Run, Spook Trail, Sports & Fun with Santa, Hopper Cottontail Easter Party and Sports Swap. Other duties include but are not limited to; management of Kids Zone (childcare), public relations/marketing/updating the activity guide, program administration and budgeting, staff training, performance management, program instruction, facility management, and other duties as assigned. Will also serve as Manager on Duty for assigned shifts and in the absence of the Facility Manager. Additionally, this position will assist in the planning and programming of the new gymnastics center opening in 2025. Must be available for a flexible work schedule, including evenings and weekends. This is an at-will position.

LOCATION: Ackerman Sports & Fitness Center, 800 St. Charles Rd., Glen Ellyn, IL 60137

HOURS: General hours Monday – Friday 8:30 am – 5:00 pm with flexibility to cover some early morning, evening, and/or weekend shifts to observe programs and staff, run special events, and support the needs of the facility, department, and district.

EDUCATION, EXPERIENCE, AND TRAINING:

The ideal candidate will be a driven individual who is service-oriented, well-organized, and enjoys a

fast-paced environment. Must be a self-starter who is dependable, flexible, and able to work independently and be part of the team. An outgoing people person with strong customer service skills and the ability to exhibit authority is essential to communicate effectively with staff and the community. A Bachelor's degree in Recreation, Management, or a related field is required or an equivalent combination of education, training, and experience. At least three years of experience in a supervisory capacity is preferred, with other facility management and/or recreation experience highly desired. Experience and understanding of recreation program administration and special event planning, budgeting, personnel procedures, safety, and customer service are required. Strong computer skills in MS Office Suite (Word, Excel, and Outlook) and database applications. Recreation Software experience is preferred, with ActiveNet experience highly desired. Must possess attention to detail, strong organizational and time management skills, with the ability to shift priorities and multi-task. Must have effective problem-solving skills with the ability to act calmly and efficiently under pressure or in difficult situations. Must have CPR/First Aid training or receive within 3 months of hire.

The Glen Ellyn Park District is a local governmental agency serving residents of the Village of Glen Ellyn and portions of neighboring communities. It provides a wide range of recreational services, athletics, and leisure activities to its citizens, with opportunities for all ages and abilities. The Park District has 29 parks that are meticulously maintained for the community's use in both unstructured recreation and for programmed events. The District operates one outdoor aquatic facility, two recreation centers, three athletic field complexes, 23 playgrounds, two lakes, the Ackerman Sports & Fitness Center, Holes and Knolls Miniature Golf Course, Maryknoll Splash Pad, and the recently renovated Lake Ellyn Boathouse. We are an Equal Opportunity Employer, and our mission is to "foster diverse, community-based leisure opportunities through a harmonious blend of quality recreation programs, facilities, and open space which will enhance the quality of life into the future." We welcome you to apply to become a part of our great TEAM!

BENEFITS WE OFFER:

- Medical Coverage, PPO or HMO option
- Dental Coverage
- Prescription Coverage
- Vision Reimbursement Program
- Employer Paid Life Insurance and Voluntary Optional Insurance Plans
- Free Fitness Membership & Wellness Program
- Paid Time Off (Vacation, Sick, Holiday & Floating Holidays) & Paid Emergency Leave
- Pension / Defined Benefit Plan (IL Municipal Retirement Fund)
- Short- and Long-Term Disability (IMRF)
- Professional Membership & Continuing Education
- Tuition Reimbursement
- Employee Assistance Program

To apply for this position, go to: <https://www.applitrack.com/gepark/onlineapp>

Please complete an online employment application and include a resume and cover letter. Thank You!