



## Assistant Recreation Center Manager City of Evanston

**Contact Name:** Human Resources

**Contact E-mail:** [humanresources@cityofevanston.org](mailto:humanresources@cityofevanston.org)

**Contact Phone:** 8474488204

**Closing Date:** 2022-09-05

**Salary:** \$69,922.90-\$107,218.03

### **Description:**

Salary Range: \$69,922.90-\$107,218.03/annually

\*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.

### **NATURE OF WORK:**

This position is administrative and technical work involving the supportive management of a recreation center and ice arena facility, including other recreation programs throughout the community. Work includes planning, organizing, scheduling, promoting, maintaining and coordinating all program and activities at the center and other program sites. In addition, the assistance of the preparation and maintenance of the program budgets, operating records and reports. Work is performed with considerable independent judgment and under the general administrative direction of the Recreation Center Manager or designee.

### **ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):**

- Assists with planning, organizing and coordinating a diversified City-wide recreation facility, which includes: figure skating; hockey; public skating; pre-school; after school and recreational programs for all age groups
- Assists with developing, executing, implementing, and adhering to annual budget, strategic and operational plan for the community center and ice rink
- Assists in developing recommendations for improvements to policies and procedures
- Manages master schedule for two NHL Ice Rinks and three outdoor turf fields
- Serves as the community center and ice rink's safety and compliance officer to ensure compliance with OSHA standards
- Coordinates with local fire department and City of Evanston Safety Specialist to ensure facility is in compliance with OSHA and all center staff are trained on facility emergency action plans
- Initiates, develops and maintains a safety program with emphasis on emergency first aid procedures, treatment, and the proper reporting of accidents and injuries
- Participates in the hiring process for all full and part time staff and ensures their compliance with City policies and procedures.

- Coordinates with Program Coordinators to develop short and long term goals and budgets for all programs.
- Recommends program goals and budgets to the Recreation Manager
- Conducts or supervises preparation of program reports
- Manages the seasonal onboarding hiring process for all seasonal hires
- Prepares specifications for new equipment and material and recommends items for purchase
- Organize, maintain and present operating records and financial reports to Recreation Manager
- Provides ongoing mentoring and coaching to staff and introduces and supports new ideas, strategies, etc.
- Attends in state and out of state trainings and conferences to obtain professional ice rink certifications and gain knowledge of new strategies and initiatives
- Answer questions from 311, customer phone calls, emails, questions, comments and concerns
- Works to develop collaborative partnerships with organizations in the public, non-profit and private sector
- Attends department and other meetings as required
- Organizes and implements one on ones, small group meetings and presentations designed to enhance communication.
- Assists with conducting community outreach to local organizations, schools and affiliate organizations
- Consults Recreation Manager, Operations Supervisor and Coordinators regularly regarding center activities and programs
- Serves as payroll backup in the absence of Office Coordinator
- Assists with in-service training of new employees and development of current staff as necessary
- Responsible for managing, tracking and recording pertinent statistical information and completing quarterly reports for rentals and recreation programs
- Perform related duties as needed/ or assigned

#### MINIMUM REQUIREMENTS OF WORK:

- Must possess a Bachelor's degree from an accredited college or university in Recreation and Park Administration or a substantially similar area. Certification as a Certified Park and Recreation Professional (CPRP) is preferred.
- Must possess three (3) or more years' experience managing a community recreation center including management of staff, operations and facilities. Work experience at an ice skating facility is preferred. Experience with recreation software is preferred.
- Must possess two (3) or more years in supervisory capacity.
- Must be willing to obtain Food Manager Certification within 6 months of hire
- Must be willing to obtain US Ice Rink Manager Certifications within 24 months of hire
- Most possess valid driver's license and a safe driving record
- Must possess current First Aid/CPR certifications

#### PHYSICAL REQUIREMENTS OF WORK:

The position is typical of an office setting. The ability to work in a primarily sedentary position, with the ability to occasionally use force to exert up to 50 pounds. The ability to lift, carry or otherwise move

objects, books, materials, etc. using up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. The employee is subject to inside environmental conditions, protection from weather conditions, but not necessarily from indoor temperature changes.

#### **SUPERVISION:**

Under the general direction of the Recreation Center Manager or designee, work is performed with independence. Works with other division and department staff at all levels, and with necessary resources in other departments and divisions. Work is assigned through specific projects assigned by the Recreation Center Manager or designee, and through general goals and objectives set by the Director and overall City management, providing research and analysis necessary to meet goals and objectives. The employee is responsible for planning, directing, coordinating and managing support, administrative services, and program activities. As well as provide support for budgeting, programming, personnel and information systems functions. In addition to the development and implementation of procedures for operating guidelines, supervises professional and clerical and custodial employees. Supervision is provided by the Recreation Center Manager or designee, and performance is reviewed through observation, completion of projects, status reports, conferences and meetings. Guidance is provided through the City Code, departmental policies, City operating practices and procedures, and other resources as applicable to the specific goals and this classification standard. Work is evaluated at least annually, with respect to managing staff, problem solving abilities, customer service, written and verbal communication skills, and performance in accordance with the classification standard.

#### **PUBLIC CONTACT:**

The employee has regular and frequent contact with division and department employees and other City employees as well as regular contact with community residents and representatives; and members of the public and representatives of other agencies, including elected officials.

#### **SELECTION METHOD TYPE OF ELIGIBILITY LIST LIFE OF ELIGIBILITY LIST**

Structured Oral Interview

To apply for this position, please apply online at [www.cityofevanston.org](http://www.cityofevanston.org) on or before the closing date.

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact the Facilities Management Office at 847-866-2916 (voice) or 847-448-8052 (TTY).