



## **Rec Plex Facility Coordinator**

Mt. Prospect Park District

**Contact Name:** Mary Kiaupa

**Contact E-mail:**

**Contact Phone:** 847-255-5380

**Closing Date:**

**Salary:** pay range starts at \$43,112; salary DOQ

### **Description:**

Incorporated in 1955, the Mt. Prospect Park District provides recreation programs, facilities and services to over a quarter million residents of Mount Prospect and portions of Des Plaines, Arlington Heights and Elk Grove Village. Encompassing more than 450 acres, the District offers over 30 neighborhood parks and facilities including the Mt. Prospect Golf Club, pools, fitness centers, ball diamonds, art studio, dog park, conservatory/greenhouse and extensive bike and walking paths. Each four season program guide offers over 1,000 programs and events for all ages.

The Mt. Prospect Park District is searching for a Rec Plex Facility Coordinator (Full-Time/Exempt). The Rec Plex Facility Coordinator is responsible for the management of the Rec Plex facility, rentals, building schedules, front counter operations, open gym and massage therapy.

The pay range for the Rec Plex Facility Coordinator starts at \$43,112, with salary depending on qualifications. We offer a generous benefits package including Medical, Dental, Short-Term Disability, Long-Term Disability (IMRF), Pension (IMRF), 457 Plan, Paid Time Off, Park District Facility Discounts and Usage Benefits, Life Insurance and a Vision Reimbursement Program.

Interested candidates should submit an application via Frontline/AppliTrack applicant tracking at:

<https://www.applitrack.com/mppd/onlineapp/default.aspx?Category=Recreation>

Or, you can visit us at [www.mppd.org](http://www.mppd.org) – click on Job Opportunities at the top right of the page and then look under Vacancies for the Recreation/Rec Plex Facility Coordinator job posting.

### **DUTIES:**

Direct, organize, coordinate, support, monitor and evaluate the progress of others in the pursuit of the District's mission in the following areas: customer service, rental management, special events, collaboration with marketing, office management and facility management.

Provide positive leadership to staff in order to achieve strong staff morale and the highest quality of performance. Exhibit and practice support for management decisions. Demonstrate a commitment to creating and sustaining a pleasant, cooperative, and productive work environment.

Responsible for the direct supervision and staffing of Center Directors, Guest Services Representatives and Massage Therapists at RecPlex, This may include general RecPlex programming.

Work with the maintenance department to ensure the highest standards of quality and cleanliness for the patrons at RecPlex.

Responsible for the coordination and management of contracted vending machines both at RecPlex and at various locations across the Park District.

Facilitate the development of marketing strategies, with the assistance of the Director of Recreation, and Director of Community Relations and Marketing, to promote both revenue generating special events and free community activities at RecPlex. Work with fellow Recreation staff to develop and offer programming.

Assist with developing, executing, implementing, and adhering to the annual budget and operational plan for RecPlex.

Assist in developing recommendations for improvements to policies, procedures, and facility improvements.

Regularly review revenue and expense reports to ensure compliance with the annual budget.

Prepare, maintain and submit correct payroll information for the Center Directors, Guest Service Representatives and Massage Therapists.

Attend regularly scheduled Recreation Division meetings as required.

Prepare information for monthly board reports.

Oversee registration procedures for all RecPlex facility staff.

Develop and maintain a thorough, working knowledge of the Park District's registration system, RegSys, and provide guidance and training to fellow coworkers and reporting staff. Work with Administration to suggest improvements, test new features and train staff on system updates.

Responsible for ensuring daily deposits are reconciled correctly and submitted on required days.

Responsible for facility operations including opening and closing procedures, and emergency procedures.

Coordinate Park District brochure copy including data entry, proofreading and database updates pertaining to the RecPlex facility. Seasonally, monitor information on websites, search engines including Google, and make recommendations for corrections and updates.

Provide positive, effective leadership to staff to achieve strong staff morale and the highest quality performance.

Maintain inventory and order supplies for the facility as needed.

Follow and enforce Park District policies and procedures.

Serve on Park District Committee(s) when assigned.

May be required to work special events evenings and weekends.

All other duties as assigned by the Director of Recreation, and/or Executive Director. However, in an emergency, perform all duties as required.

#### QUALIFICATIONS:

Must have a Bachelor's Degree in Parks and Recreation, Business, Public Administration or other related field from an accredited college or university and a minimum of 3 years full-time facility and budgetary experience in a supervisory position.

Certified Parks and Recreation Professional (CPRP) certification preferred.

Prior experience in management of personnel required.

Must possess sound budgetary skills. Must demonstrate understanding of financial functions of facilities and recreational programming.

Must be CPR/AED certified or become CPR/AED certified within 1 month of employment.

Must possess a valid driver's license and safe driving record.

Must be proficient in MS Office, Google Suite, database software, and internet and website portals.

Must be customer service oriented and able to handle all business for the public in a professional manner.

Strong oral and written communication skills are required. Must be able to communicate effectively with others to allow for coordination of work, safety and in emergency situations as needed.

Must possess a high level of energy, social skills, initiative and enthusiasm. Must be able to work cooperatively with others and be able to work harmoniously and maintain effective relationships with fellow employees, patrons, community groups, and other units of local government.

Must be able to proactively troubleshoot, problem solve, and make sound judgments.

Must be able to work independently under the general direction of the Director of Recreation.

Must be able to adhere to all Park District policies.

This position will require repetitive hand/arm movements such as working on a computer keyboard, calculator, etc. There will be bending, kneeling and reaching for items off the floor and high shelves.

Must be able to lift 40+ pounds for supplies and other items. Must be able to sit, stand, and walk throughout the work day.

The general office work area is an indoor, smoke-free environment with controlled temperature and fluorescent lighting. When outdoors, may be exposed to weather conditions including rain, sun, wind, high humidity, and excessive heat and cold.

May be exposed to noise distractions from employees or equipment operation in adjacent work areas. Additionally, there may be infrequent exposure to cleaning materials and office supplies.

Due to the needs of the Park District, evening and weekend hours may be required. Your work schedule may vary and your workweek may exceed regular hours at times.

Nothing contained herein shall preclude or limit the Park District from changing this written job description through addition, deletion or modification of essential job duties.

The Mt. Prospect Park District is an Equal Opportunity Employer.