



Division Manager of Recreation

Elmhurst Park District

Contact Name: Sarah Lagesse

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Closing Date:

Salary: \$71,337-\$80,000 DOQ

Description:

PLEASE APPLY AT: <https://elmhurstpark.bamboohr.com/careers/85>

WHO WE ARE: The Elmhurst Park District, established in 1920 and located 16 miles west of Chicago, provides parks, recreation facilities and programs to meet our mission of enriching lives while having fun! We serve residents of the Elmhurst community as well as residents of neighboring towns! We are looking for someone to join our team and be part of an organization that values being community focused, providing customer service excellence, working with integrity, and having fun! Someone who will help us achieve our vision of becoming a national leader in providing parks and recreation experiences to our community.

We have an exciting FULL-TIME job opportunity for a Division Manager of Recreation who will focus on directing, supervising and coordinating designated program areas and facilities of the Recreation Department, with a primary focus on aquatics, The Hub (features four batting cages, an 18-hole miniature golf course, a spray ground and a playground with youth and tot equipment), rentals, gymnastics and other programs to be determined. This is a new position within the department of recreation!

WHAT YOU'LL DO: As Division Manager of Recreation, you'll be responsible for planning, organizing and directing designated program areas and facilities. Additional responsibilities include but are not limited to:

Supervision of three full time program supervisors: including recruiting, hiring, training, evaluating, and providing ongoing leadership and foresight to staff.

Prepare and monitor budget, and manage it within guidelines including accurate preparation and completion of financial paperwork

Develop broad, diversified and balanced programs of recreation activities and service

Report and monitor repair, reconditioning and upkeep of The Hub, outdoor swimming pools, gymnastics center and other facilities as assigned.

WHAT YOU'LL BRING:

Experience in aquatics programs and operations, food service and/or facility management preferred.

Bachelor's degree in Leisure Studies from a National Recreation & Park Association (NRPA)

accredited university with 6 years of progressively responsible experience in public parks and recreation management and 3 years management experience.

Starguard Instructor Certification or ability to obtain within the first 12-months from hire date.

Certified Aquatic Facility Operator or Certified Pool Operator or ability to obtain within the first 12-months from hire date.

Food Service Manager Certification or ability to obtain within the first 12-months from hire date.

Valid Illinois Driver's License.

WHEN YOU'LL WORK:

Primarily Monday-Friday, 8:30am to 5:00pm with working evenings and weekends based on program and facility needs. Some flexibility with remote work and work hours.

WHAT YOU'LL GET:

The anticipated starting pay for this exempt position is \$71,337-\$80,000 DOQ.

In exchange for your time and talent, we offer a generous benefit package, including:

Defined contribution medical insurance plan (5 plan options)

Dental insurance plan

Vision insurance plan

District paid life insurance

Participation in IMRF (retirement, disability, death benefits)

Vacation days, personal days, sick leave and 9 paid holidays!

Sick bank leave, paid parental leave and paid bereavement leave

Employee Assistance Program (EAP)

Two deferred compensation programs (VOYA & Nationwide)

Voluntary Supplemental insurance coverage for short-term disability, accident, hospitalization

Flexible spending accounts for unreimbursed medical and dependent care

Free family Courts Plus Membership and Pool Passes!

Free/discounted District programs, merchandise and concessions

Educational assistance/tuition reimbursement

Professional organizational membership

Values Recognition Program

Service Awards Program

Employee social activities

Credit Union (Central Credit Union of Illinois)

* The Elmhurst Park District is an Equal Opportunity Employer committed to a diverse workforce. Applicants requiring a reasonable accommodation to participate in the hiring process may contact the Division Manager - Human Resources & Risk at jbruns@epd.org.*

For more information about the Elmhurst Park District, please visit epd.org!!