



## **Independence Grove - Assistant Visitor Services Manager**

### **Lake County Forest Preserves**

**Contact Name:** Anamaria Stiller

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**Closing Date:**

**Salary:** \$21.32 – \$26.65 – \$31.97

#### **Description:**

Full-Time Position

Location: Independence Grove Forest Preserves – Libertyville, IL

Wage Range: \$21.32 – \$26.65 – \$31.97

Application deadline: Open until Filled

#### **SUMMARY**

The Assistant Visitor Services Manager is responsible for delivering customer service, facility permit use and general daily operations at Independence Grove forest preserve, including the Beer Garden and Gatehouse. Ensures efficient fee collections, cash control and daily cash out procedures. Responsible for coordinating Visitor Center and Preserve use with catering licensee. Reports problems and regularly makes recommendations for change or problem resolution. Prepares written reports of facility use, including attendance and revenue for events. Prepares monthly calendar for the facility. Serves as liaison on assigned work orders and periodic maintenance at District facilities. Responsible for temporary staff recruitment, scheduling, and supervision at District facilities. Coordinates inventory and purchasing functions according to established District policies and procedures. Performs lifting tasks up to 50 pounds. Performs tasks that will require walking, bending, rowing, peddling, stooping, standing, kneeling, climbing, reaching and sitting. Drives a motorized vehicle, as well as motorized support watercraft.

#### **EXPERIENCE**

High School Diploma or equivalent. One year parks and recreation experience. One year supervisory experience. BASSET certified or ability to obtain BASSET certification within six months of hire. Ability to obtain food service sanitation certification. Knowledge relating to retail functions, including cash and inventory control. Ability to work independently with minimal supervision, setting priorities and producing desired results. Must be proficient in computer use, particularly Microsoft Office applications and POS. Must possess a valid motor vehicle driver's license.

#### **HOW TO APPLY AND APPLICATION DEADLINES**

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. If you are

interested in applying, we encourage you to think broadly about your background and skill set for the role.

Interest in employment with the Forest Preserve can be expressed by submitting an application online at [www.LCFPD.org](http://www.LCFPD.org). Positions are open until filled.