



Recreation Manager

Carol Stream Park District

Contact Name:
Contact E-mail:
Contact Phone:
Closing Date:
Salary: \$55,000-\$63,000

Description:
Recreation Manager
Salary & Benefits
\$55,000-\$63,000/year

Full benefits package including health insurance, IMRF Pension, paid time off (10 vacation days, 10 sick days, 3 personal days and 13 holidays), program discounts and complimentary pool & fitness center memberships for you and your immediate family.

Hours

40 hours per week, working primarily weekdays with occasional evening and weekend hours.

Position Summary

The Recreation Manager is responsible for the management of the Before & After Care program and summer Action Hours drop-in community program. This position also oversees two Recreation Supervisors of summer camp, special interest classes, Days Off Club, adult trips, and preschool.

Essential Job Functions

- Directly manage all aspects of the Before & After Care and Action Hours programs.
- Recruit, train, schedule, supervise, and evaluate Recreation Supervisors, staff, and contractors.
- Effectively manage a team. Oversee programs and serve as primary point of contact when Recreation Supervisors are not present.
- Develop content for seasonal program guides, promotional materials, and reports.
- Ensure high quality programs by researching and implementing trends and innovations within the industry.
- Continuously review and improve operations to develop efficiencies, increase quality, maximize safety, and reduce costs.
- Develop, maintain, and maximize program budgets; analyze financial reports.
- Promote excellent customer service relations with participants, parents, and other affiliates.
- Maintain an effective relationship and regular communication with the school district.

Qualifications

- Bachelor's Degree in Recreation, Education, or related field is preferred.
- Minimum of four years experience in childcare or related recreation programming and staff supervision.
- Strong leadership, management and organizational skills. Detail-oriented with the ability to multi-task and problem-solve. Strong written and verbal communication skills. Able to interact and collaborate with all levels of employees.
- Experience with budget development and oversight.
- Experience with computer, office, and recreational equipment. Proficiency with Microsoft Office. The ability to use ActiveNet registration software, Incode accounting software, and TimePro payroll software after training.
- A valid Illinois drivers license is necessary. CPR & first aid certification will be required (and provided).
- Must successfully pass a post offer drug test and drivers abstract.

To apply, please complete an online application along with submitting a cover letter and resume through our website at csparks.org/employment