



Facility & Operations Manager

Park District of La Grange

Contact Name: Kevin Miller

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Contact Phone: 708-352-1762

Closing Date:

Salary: \$60,000 - \$70,000

Description:

GENERAL PURPOSE:

The Facility & Operation Manager is responsible for all aspects of management and administration of all Park District facilities and Recreation Center including rentals (buildings, parks & fields), maintenance/custodial, open gyms, indoor playground, White Sox training space, fitness center/classes, facility scheduling and assigned facility programs. The employee follows the overall goals and objectives determined by the Director of Recreation - activities, teaching programs, services policies and procedures are to be followed as prescribed by the Executive Director upon policy approval by the Board of Directors, but with a great deal of autonomy. The employee will be held accountable for providing our customers a functional, attractive, safe, and accessible recreation experience within limitations in the resources made available. The employee is also evaluated in terms of program management, personnel management, fiscal administration, quality of customer service, the ability to set and meet the financial budget and program operations.

QUALIFICATIONS:

A Bachelor's Degree in Parks and Recreation, Leisure Studies, Business Administration, Facility Management, or related field preferred. A minimum of 3 years of experience in management required, as well as skills in supervisory/management techniques. Related experience and basic understanding of facility management, fitness facilities, operations and programs desirable and preferred. Knowledge of budget and fiscal accountability. Must have good oral and written communication skills. Ability to problem-solve and interpret situations. Ability to identify and interpret community needs, demographics, economic structure, and interests in order to develop programs to meet these needs. Must be proficient at basic computer processing software. Must be available to work nights and weekends. Current Medic Instructor or attain certifications within first year of employment. RecTrac experience a plus. Must have a valid Illinois Driver's License.

ESSENTIAL DUTIES:

Supervise the Recreation Center & satellite facility operations, rentals (buildings, parks & fields), maintenance, open gyms, indoor playground, White Sox training space, fitness center/classes, facility scheduling and assigned facility programs/areas, as well as full-time Recreation Center Facility & Operation Supervisor, full-time Fitness Supervisor, full-time maintenance/custodial staff, assigned part-time staff, and volunteers. This individual will serve as the Co-Safety Chair for the Safety

Committee and lead CPR/AED trainings to all full-time and part-time personnel.

Additional responsibilities include, but are not limited to, overseeing and maintaining facility schedule and rentals, reviewing and monitoring the Recreation Center/satellite facilities and making recommendations as to needed improvements, overseeing all service desk operations including processing registrations, memberships, rentals, refunds and other customer service needs, overseeing and managing technology in facility, including, but not limited to security cameras, phone system, alarm system, AV systems, stereo sound systems, copiers.

This individual will be responsible for recruitment, selection, hiring, training, evaluation, and dismissal of staff according to policies. In conjunction with full-time staff, oversee part time staff and schedules, including scheduling of Recreation and Fitness Center custodial staff and evaluating Customer Service performance across the district and overall effectiveness to the district.

SCHEDULING & BENEFITS: This is a full-time, exempt (salary) position. Typical hours are Monday-Friday 9:00am-5:00pm with evening and weekend hours required, as determined by the Director of Recreation.

We offer a generous benefits package that includes Medical Coverage (PPO or HMO), Dental Coverage, Vision Insurance, Hearing Coverage, Life Insurance, Voluntary Life Insurance, Pension Benefit Plan (IMRF), Paid Holidays, Personal Days, Accrued Vacation and Sick Time, FREE La Grange Fitness Membership, Discounted Programs and Rentals, Professional Development and Paid Membership Dues.

To view full job description, please visit www.pdlg.org.

To apply, interested applicants should email Kevin Miller their Cover Letter and Resume at kevinmiller@pdlg.org