



Building Leader -- Falcon Park Palatine Park District

Contact Name: Matt Sheehan

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Contact Phone: (847) 496-6212

Closing Date:

Salary: 16/hour

Description:

At Palatine Park District, we are all about our Community. Entertaining recreation programs, beautiful parks, and facility fun creates the Park and Rec Life. A career with the Palatine Park District is so much more than just a job, it is choosing to live the Parks and Rec life. It's about being a positive influence on your community, growing as a person, and the friendships you'll make with your fellow staff members.

Position Summary: Under the direct supervision of the Facility Manager, the Building Leader is responsible for being the Manager on Duty, assisting Customer Service Reps and Facility Attendants with daily building operations, program and pass processing, responding to public inquiries, facility cleaning, gym/turf/room setups, policy enforcement and maintenance of Falcon Park Recreation Center. The Building Leader coordinates and processes rentals, facility tours, rental appointments and rental payments. This is a part-time IMRF positions with varying hours depending on the needs of Falcon Park Recreation Center.

Minimum Requirements: Some college or relevant experience in the field; prior experience working in the field of Recreation preferred; Degree in Recreation, Park, & Tourism Administration or Park District experience preferred; strong people and customer service skills and the ability to communicate effectively with staff and patrons; nights and weekends are required; and First Aid/CPR/AED certification required.

Benefits & Wages: Seasonal pool passes for indoor and outdoor pools (individual and discount on family); Fitness Center membership (individual and discount on family); access to in-house complimentary programs; discount at Palatine Hills Golf Course; discounts at Cutting Hall; dog park pass; and free open gym/turf and walking track.

The Building Leader is a year-round position. The work schedule is set one month in advance and coordinated with the Facility Manager and Assistant Facility Manager. The pay rate for this position is \$16/hour.

If you are ready to take the next step in your career, come join us and Live the Parks & Rec Life!