



Supervisor of Parties, Rentals & Special Events (full-time, up to \$55,000/year)

Schaumburg Park District

Contact Name:

Contact E-mail:

Contact Phone:

Closing Date:

Salary: Up to \$55,000/year

Description:

ABOUT US

Schaumburg Park District is an award-winning public agency that provides its 80,000 residents with a wide variety of recreational programs, classes, events, as well as facilities, parks and open spaces!

JOB SUMMARY

The Supervisor of Parties, Rentals and Special Events is responsible for managing a wide variety and high volume of rentals at the CRC, and birthday parties throughout the district, as well as birthday parties, pool rentals, and group outings at all pool facilities. Also responsible for planning and executing 25-30 special events per year, including 3-4 large scale events (Tier 3), 10-12 mid-size events (Tier 2), and 12-15 small events (Tier 1). Responsible for budget generating over \$350,000 in annual revenue and accountable for profit & loss of designated areas. Direct supervisory responsibility for up to fifteen (15) year-round part-time staff.

QUALIFICATIONS

The best applicants will have a Bachelor's degree in Hospitality, Parks & Recreation, Business Administration or related field required. At least three (3) years' full-time related work experience required. Supervisory experience preferred.

PAY, BENEFITS & WORK SCHEDULE

This is a full-time year-round exempt position. Target hiring range is \$51,000 - \$55,000 per year DOQ (depending on qualifications). Due to the nature of weekend parties and events, schedule is an 8 ½ hour shift TUESDAY THROUGH SATURDAY as well as weekend manager-on-duty rotation. Additional work may be required as necessary. Our full-time benefits package includes:

- Free and/or discounted Park District classes, programs, events, and memberships for you and your immediate family!
- Medical Insurance
- NEW! Zero Card
- Dental Insurance

- Vision Insurance
- FSA Healthcare
- FSA Dependent Care
- Basic Life Insurance
- Voluntary Life Insurance
- AFLAC Indemnity Plans
- IMRF Pension (Retirement, Disability, Life)
- 457 Retirement Plan (Nationwide)
- Paid Vacation, Personal Days, Floating Holidays, and Sick Time
- Employee Wellness Programs and Incentives
- Employee Recognition Programs

APPLY NOW!

Visit us at: <https://schaumburgparkdistrict.bamboohr.com/jobs/>

**** Position will be open until filled. ** Schaumburg Park District is an Equal Opportunity Employer. ****

Keywords: Park, Parks, Recreation, Fun, Weekend, Birthday, Party, Parties, Host, Hosts, Hosting, Friendly, Outgoing, Energetic, Cake, Pizza, Celebrate, Celebration, Games, Sports, Swim, Swimming, Pool, Customer Service, Facilitation, Multitasking, High Energy, Plan, Planner, Coordinator, Communication, Training, Supervisor, Event, Events, Event Planner