



Recreation Manager - Athletics

Plainfield Park District

Contact Name: Linda Shredl

Contact E-mail: Shredl@plfdparks.org

Contact Phone: 7087908249

Closing Date:

Salary: Salary Range: \$53,000-\$63,000

Description:

Enjoy working in an environment that promotes fun and a commitment to community? Plainfield Park District is looking for Full time Recreation Manager - Athletics

The position comes with an extremely favorable employee benefits package:

100% Employer Paid Family HMO BCBS Health Insurance OR Low cost PPO BCBS

100% Employer Paid Family Dental Insurance

100% Employer Paid Life Insurance

100% Employer Paid EAP

Wellness Program- up to \$425 yearly participation incentive

Free/Discounted Park District Programs

Participation in the IMRF pension fund.

Salary Range: \$53,000-\$63,000

GENERAL PURPOSE:

Manage all fitness and athletic programs for the Plainfield Park District. Oversees assigned program categories and manages a team of qualified staff with performance expectations that correlate with Park District and Board expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manages the budget for Athletics Programming, and Outdoor Athletic Facility Rentals. This includes annual forecasting, actuals and monitoring to ensure strict adherence according to board approved plans and Park District policy.

Accountable for the establishment and evaluation of goals for assigned recreational categories. Ensures that goals and objectives are in alignment with Park District wide goals and objectives

Oversee (plans, organizes, directs) Athletics Programming; provides leadership to reporting supervisors ensuring that overall objectives are met on a consistent basis.

Guide/Advise supervisors in the evaluation of Athletics programs for success based upon content, staff performance, enrollment, revenue and overall program success.

Assist in managing and planning Park District facility usage. Responsible for optimizing building usage.

Supervises all facilities in coordination with on-site staff acting as point person for any staffing and/or maintenance issues.

Act as Affiliate Liaison to outside sports organizations; Inclusive of rental/scheduling/coordination of Park District fields for outside sports organizations.

Accountable for managing to the Field Facility Allocation & Usage Policy. Approves all Facility and Athletic Field Use Applications.

Works collaboratively with Recreation team members to ensure facilities run efficiently and provide the highest level of customer service to the community.

Establishes and maintains effective and cooperative relationships with contractors and outside vendors. Accountable for securing required documentation and program agreements from contractors.

Handle all inquiries and concerns from community members/participants as representative of Park District Recreation in a timely manner.

Accountable for record keeping of all safety compliance and incident reporting procedures as well as other operational information in compliance with Park District expectations.

Responsible for the management of employees including hiring, promotion, disciplinary action and termination. This also includes scheduling, training and performance evaluations.

Manages the purchasing of programming and/or facility supplies, services and equipment in accordance with Park District purchasing policy.

Works in coordination with all internal departments to reach overall strategic objectives of the Park District.

Perform all job tasks within the rules and guidelines of the Park District's safety program.

Performs any additional related tasks as required.

QUALIFICATIONS:

5 years progressively responsible experience in recreational programming and management in recreation, facilities, athletics or related field.

Bachelor's degree in Recreation Management or Administration, Leisure Studies, or related field.

2+years management experience.

Valid driver's license required.

Ability to develop and maintain working relationships with agencies, business and community as a representative of the Park District.

Experience in managing departmental budgets.

Strong analytical and problem solving skills.

Solid decision making ability.

Must have strong verbal and written communication and presentation skills.

Strong organizational and project management experience.

Plainfield Park District is an Equal Opportunity Employer.