



Recreation Specialist-Adult Athletics

Waukegan Park District

Contact Name: Elizabeth Fallon

Contact E-mail: efallon@waukeganparks.org

Contact Phone: 847-782-3626

Closing Date:

Salary: \$46,800 - \$51,000 annual DOQ plus excellent benefit package

Description:

Work with an extraordinary team of people at a progressive and well-established agency. The Waukegan Park District serves a community of over 90,000 residents in northern Illinois 40 miles north of Chicago on the shores of Lake Michigan. The park district provides year-round sports, recreation and leisure opportunities for all ages and abilities. The Waukegan Park District is seeking to fill the position of Recreation Specialist of Adult Athletics Programs & Services at our award-winning Field House Sports, Fitness & Aquatics Center, and the Waukegan SportsPark.

Status of Employment:

Full-Time, Year- Round, Exempt

Compensation:

We provide a highly competitive, employee friendly benefit and incentive package to support you in your personal and professional journey which includes:

medical, dental, vision coverage or opt out incentive.

life insurance.

Illinois Municipal Retirement Fund (IMRF) defined benefit pension and 457 deferred compensation plan.

flexible spending account.

paid time off starting first day of employment: 10 vacation days, 3 personal days, 12 holidays, 4 floating holidays, sick time accrues monthly, and discretionary time earned annually.

Park District facility usage and program discounts.

cell phone reimbursement.

training and professional development opportunities.

student loan repayment program.

Description:

Oversee the operation of athletic fields and facilities. Plan, organize, and supervise athletic programs, services, activities, and special events. Supervise all part-time, seasonal, and temporary employees

and volunteers within area of responsibility.

Essential Functions/Duties:

- Plan, organize, implement, and oversee athletic programs, services, and special events with an emphasis on adult sports and fitness activities.
- Provide developmentally appropriate activities that meet the needs and interests of the participants.
- Assist in the development and implementation of long-range plans and strategies. Develop and implement annual goals and objectives.
- Evaluate effectiveness and efficiency of programs and services making recommendations on introduction and/or deletion of programs and services.
- Assist in the development and implementation of a marketing strategy for recreation programs, services, and facilities consisting of appropriate pricing and promotional efforts.
- Assist in the development and implementation of specific program details consistent with recreation marketing strategy.
- Recruit, select, train, supervise, and evaluate staff and volunteers.
- Contract with independent contractors and vendors for programs and services as needed.
- Review and prepare costs for the annual budget.
- Oversee the expenditure and accounting of funds within area of responsibility, including cash reports.
- Submit recommendations for Capital Improvement Projects.
- Secure alternative funding through grants, sponsorships, and fundraising.
- Purchase, distribute, and maintain proper inventory of all supplies and materials.
- Prepare and maintain management reports and records regarding programs and services.
- Schedule facility rental and program use.
- Oversee athletic field scheduling and rentals communicating regularly with Parks Department regarding field usage and major maintenance items of concern.
- Work closely with school officials whose facilities are being used by the park district, making regular program inspections at school sites.
- Regularly communicate with representatives of the Parks Department, School District, and City of Waukegan to discuss major maintenance items of concern.
- Maintain cooperative working relationship with sports associations, acting as liaison between the association and the park district.
- Establish a cooperative planning and working relationship with community agencies and organizations.
- Attend pertinent departmental/park district meetings and in-house training sessions.
- Conduct self according to the policies and procedures as established by the park district.
- Participate in park district Safety and Training Program to ensure that work performed, and services provided are implemented in a safe manner.

Qualifications

Education:

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

Experience:

Minimum one (1) year experience in a recreational setting, preferably in a recreation department, school district, social service agency, or non-profit organization. May be obtained through a combination of seasonal, part-time, or temporary positions.

Previous experience in managing a large seasonal staff preferred.

Previous experience in managing athletic fields and facilities preferred.

Knowledge:

General knowledge of recreation, parks, and leisure services field.

General knowledge of recreation principles and philosophy.

Thorough knowledge of athletic facility and program management.

Bilingual Spanish desirable.

License/Certification:

Valid driver's license required.

NYSCA (National Youth Sports Coaches Association) certification required within six months.

Certified Park and Recreation Professional (CPRP) certification required within one year.

First Aid/CPR/AED certification required within one year.

Food Service Sanitation Certification required within one year.

Hours:

40 hours per week. Work schedule may vary and will include regular nights and weekends. May involve additional hours on an as needed basis.

Conditions of Continued Employment

All the following are required:

submit proof of date of birth.

provide a copy of driver's license.

provide drivers abstract.

provide verification of education.

submit to a reference check and employment verification.

submit to a state criminal background check.

submit to a pre-placement physical.

submit to pre-placement drug testing.

submit to a random, reasonable cause, and post-accident alcohol and drug testing.

satisfactorily complete a six (6) month introductory period.

provide a copy of Certified Park and Recreation Professional (CPRP) certificate within one (1) year of employment or as soon as eligible, and renewal certificates as required.

provide a copy of First Aid/CPR/AED certification required within one (1) year of employment and renewal certificates as required.

Provide a copy of NYSCA (National Youth Sports Coaches Association) certificate within six (6) months of employment and renewal certificates as required.

Residency:

Employees are strongly encouraged, but not required, to become residents within the boundaries of

the Waukegan Park District.

Candidates can apply online at www.waukeganparks.org/employment

Contact:

Kaitlin Fischer

Superintendent of Sports, Fitness & Aquatics

kfischer@waukeganparks.org

847-782-3620