



Recreation Supervisor - Rentals & Parties (full-time, exempt) Rolling Meadows Park District

Contact Name:

Contact E-mail: www.rmparks.org/jobs

Contact Phone:

Closing Date: 2023-06-05

Salary: \$47,000 - \$50,000/year, DOQ

Description:

JOB SUMMARY: The Recreation Supervisor–Rentals & Parties position is responsible for the development, administration and operational oversight of the facility and field rental operations of the Park District. This position is responsible for maintaining an effective scheduling system for the District’s facilities and fields as well as oversight of banquets and birthday parties; advertising and promotion of rental facilities and birthday parties; and ensure District program scheduling in facilities. This is an at-will position. Additional duties include:

Envision, create, develop, promote and evaluate various rental and birthday party packages. Provide guest services to prospective and current renters and vendors, including answering questions and facility site visits/showings. Creatively develop new and exciting birthday party themes/options to stay current. Review, approve, schedule and negotiate contracts and fees for room, facility and field rentals. Ensure Park District programs utilizing rooms and fields are reflected in the scheduling software. Communicate room/facility schedules with proper building staff and issue room setup requests. Recruit, schedule and manage all facility rental, building supervisor and birthday party staff. Ensure receipt of rental contracts and payments, approving refunds as applicable. Oversee independent contractors, maintain contracts, certificates of insurance and invoices. Act as a liaison to NWSRA to coordinate and approve their usage of Park District facilities. Schedule field requests and communicate confirmations with the Athletic Supervisor. Create, distribute, compile and organize program and event surveys. Review receipts and invoices for accuracy and submit receipts/paperwork to accounts payable. Analyze past and present revenues and expenditures and prepare annual budget for each fiscal year. Research, investigate and implement rental and birthday party needs for continual improvement. Perform other duties as assigned.

QUALIFICATIONS: Qualified candidates must possess a minimum of a Bachelor’s Degree from a college or university, with an emphasis in Recreation, Hospitality/Event Planning or related field with at least three (3) to five (5) years of experience, or equivalent combination of education and experience. Prior supervisory experience preferred. Must possess the ability to establish effective positive communication and interaction with the public, knowledge of event planning, skills in general business acumen and accounting, and ability to learn and utilize scheduling/POS software. Ability to communicate in Spanish a plus. A valid Driver’s License is required. Professional Certification desired (CPRP).

SCHEDULE & PAY: This is a full-time, exempt position. Minimum of forty (40) hours per week. Must

be able to work occasional evenings and weekends for rental showings and special events, as required. Must be comfortable being 'on call' on evenings and weekends when rentals/parties are scheduled. Target hiring range is \$47,000 - \$50,000, DOQ (dependent on qualifications).

BENEFITS OFFERED: In exchange for your time and talent, we offer a generous benefit package: Medical & Prescription Coverage; Dental & Vision Coverage; Life Insurance (basic & voluntary); Pension Defined Benefit Plan (IMRF); Short & Long Term Disability; 457 Defined Contribution Plan; Flexible Spending Account; Paid Holidays & Vacation Time; Tuition Reimbursement; Facility Discounts & Usage Benefits.

APPLY TODAY!

www.rmparks.org/jobs

Please include Cover Letter and Resume (Deadline: June 5, 2023)

The Rolling Meadows Park District is an Equal Opportunity Employer.