



Recreation Manager, Youth Programming

Addison Park District

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Closing Date:

Salary: \$50K - \$60K, DOQ

Description:

Job Summary

Under the direction and supervision of the Superintendent of Recreation and Revenue Facilities, the Recreation Manager, Youth Programming is responsible for the overall operations of the Park District's preschool, before & after school, summer camp, Arts In Motion, and other youth programming. This position plans, develops, directs, and evaluates the recreation programming within their department.

Essential Duties & Responsibilities

- Oversees all development, implementation, and operation of programs in relation to Preschool, Before and After School Care, Summer Camps, Arts In Motion, Teens, and other youth enrichment programming as it pertains to the role. Coordinates across multiple sites.
- Participates in the planning, organizing, and implementation of the District's Special Events.
- Ensures plans and activity calendars in the areas of before and after school, Day Off Fun, summer camps, and program trips are completed and distributed.
- Fill in for recreational staff across the department as necessary. This includes driving a 14 - passenger bus.
- Partners with Marketing to determine communications and promotional strategies for the department.
- Oversees installment billing for preschool and camp programming. Ensures payments are processed and reaches out to program participants as necessary for chargebacks.
- Reviews, creates, updates, and activates all programs within RecTrac to ensure accuracy.
- Utilizes ePACT to Review, monitor, and update all medical and program forms within the department to ensure compliance.
- Responds to all participant and parent/guardian requests through email and phone in a timely manner. Meets with parents/guardians to provide feedback as needed regarding child participants.
- Monitors program participation and takes proactive steps for both low enrollment and waiting lists.
- In collaboration with the Superintendent, develops and updates departments process and policy documents.
- Prepares weekly and monthly board reports, statistical reports, and evaluations of recreation

programs via Rec Trac and Survey Monkey.

- Creates annual department budget. Ensures all purchasing guidelines are followed and is accountable for the profit and loss of programs.
- Writes a departmental business plan and oversees the long-term planning for the department.
- Ensures that sufficient recreational supplies and materials are available by ordering and maintaining inventory.
- Prepares accurate and appropriate program and facility information for seasonal brochures.
- Supervises staff by communicating job expectations, job training, work schedules, work-related responsibilities, coaching, performance management, engagement, training and enforcement of policies and procedures.
- Applies for and maintains all certifications and compliance documents for the department.
- Demonstrates, supports, and enforces Park District customer services standards.
- Establishes, supports, and maintains positive and collaborative efforts with internal and external customers and organizations.
- Demonstrates, leads, and supports the Park District's mission statement, vision, and core values.
- Responsible for overall safety and risk management of the department including all programming.
- Serves on various district committees.
- Develops and present new programming plans to the Superintendent for review.
- Assist other departments as needed
- Performs other duties and functions as directed.

For more details, please click on the link and officially apply for the job:

<https://www.applicantpro.com/openings/addisonparks/jobs/2926431/IL-Illinois/Addison/RECREATION-MANAGER-YOUTH-PROGRAMMING>