



Assistant Facility Manager

Fox Valley Park District

Contact Name: Candy Shankle

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Closing Date: 2023-07-17

Salary: \$60,000- Starting Salary Depending on Qualifications

Description:

To apply please complete an online employment application on our website:
www.foxvalleyparkdistrict.org;

PLEASE INCLUDE RESUME AND COVER LETTER

<https://foxvalleyparkdistrictilemployees.munisselfservice.com/employmentopportunities/default.aspx>

Location: Vaughan Athletic Center, 2121 W Indian Trail, Aurora 60506

Qualifications: A Bachelor's degree in Recreation or related field with five years of relevant work experience or an equivalent combination of education and experience. CPRP certified preferred. Previous experience in facility management while leading and motivating a dynamic team of dedicated professionals toward achieving established goals, objectives and measurable outcomes is desired. Experience in customer service, facility rentals, and recreational programming, planning and supervision is desired. Possess strong overall management skills with an emphasis on customer service, budgeting, project management and attention to detail while still being able to see and address the bigger picture. An outgoing personality, creative thinking with regard to programming, recruiting, hiring, possesses the ability to take initiative, and follow-up on projects and assignments are essential. Proficient in MS Office suite with aptitude to learn additional systems. Experience with RecTrac Recreation and Munis Systems preferred. General accounting skills with revenue-generating and cash handling experience required. Must have a valid Illinois Driver's License and be able to provide own transportation.

Duties: Under the direction and supervision of the Vaughan Facility Manager, the Vaughan Athletic Center Assistant Facility Manager is responsible for the overall recreation operations and recreation management of the Vaughan Athletic Center. Primary responsibilities include driving program revenue, leading a team of dedicated professionals, and providing exceptional customer service. This position also oversees core programming areas including camps, before & after school, general interest, athletics, rentals, and events at the Vaughan. This position must have a high level of accountability to all core business operations, programming, customer service, special events and facility rentals. Responsible for proposing new ideas to generate revenue, improve efficiencies and maximize programming and marketing efforts within the facility. Analyze program life cycles, facility utilization rates, participation and revenue trends and generate and provide reporting. Assist the Vaughan Facility Manager in the management of the building through hiring, training, and supervising

part time manager on duty staff. Develop and maintain current facility procedure manuals consistent with the districts policies and principles. Prepare annual facility budget, making necessary revenue and expenditure adjustments. Will also be responsible for staff and financial accountability, personnel recruitment, employee orientation and training, and administering the Park District's personnel policies and procedures to facility staff. Work with various departments including Operations, Planning, IT, Police, Finance/HR and Marketing to accomplish tasks. Will directly supervise FT Youth Program Recreation Supervisor, FT Guest Relations and Rental Supervisor, FT Athletic Manager, and PT Manager on Duty staff. This is an at-will position.

The Fox Valley Park District is a dynamic and growing park district that serves a diverse population of more than 230,000 people. Recognized as an Illinois Distinguished Agency, Fox Valley holds the nation's highest honor as the 2009 National Gold Medal Award winner for excellence in park and recreation management. Serving the communities of Aurora, Montgomery and North Aurora, the District maintains 164 parks and 45 miles of inter-connected regional trails amid 2,500 acres of parkland. Connected by the Fox River, our communities are tied together by the District's commitment to promote vibrant, healthy lifestyles through fun and safe recreation opportunities that are environmentally and fiscally responsible. The Fox Valley Park District ... Where Fun Begins!

The Fox Valley Park District is an Equal Opportunity.

Minority candidates encouraged to apply.