



Manager of Recreation Facility Operations and Rentals Mokena Community Park District

Contact Name: Greg Vitale

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Contact Phone: 708-390-2410

Closing Date:

Salary: \$63,500 - \$68,500 DOQ

Description:

SUMMARY

Under the direction of the Executive Director, the Manager of Recreation Facility Operations and Rentals is a leadership position that is mainly responsible for the operations and management of the Oaks Recreation & Fitness Center. This position manages two full-time and numerous part-time employees. Secondary responsibilities include scheduling of the Program Center and seasonal Yunker Farm Red Barn and the operations of the outdoor Splash Pad. The Manager will also play an integral role in the design and renovation of the Yunker Park Barn into a year-round recreation and rental facility. Bidding is expected to take place spring, 2024 and construction is expected to commence summer/fall, 2024, tentatively.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include, but are not limited to:

1. Responsible fiscal management, budget planning, implementation, execution and monitoring of defined facility revenue and expense goals.
2. Monitor all patrons entering and exiting the facility and ensuring proper documentation for areas of usage.
3. Provide assistance when needed to address any situations that may arise by person using the facility that would require a supervisor's attention.
4. Provide building checks of the entire facility throughout the day by conducting walk throughs of the gymnasiums, walking track, fitness center, locker rooms, etc.
5. Work with all departments to schedule program use of facilities; promote and facilitate rental opportunities.
6. Monitor facility revenue through daily admissions, facility passes, fitness, wellness, recreation programs, facility rentals and special events.
7. Responsible for personnel management of assigned staff to include Fitness and Wellness Supervisor, Operations Supervisor, Building and Splash Park Attendants and Customer Service Desk Associates
8. Provide enthusiastic customer service by greeting and welcoming guests, fitness members and

recreation program participants with a warm and friendly attitude.

9. Provide leadership and direction to all employees.

10. Assist in managing and training staff on all computer software required to monitor registration and memberships.

11. Respond to the needs, questions, suggestions or complaints of all Fitness Center members and staff.

12. Assist in marketing and promotion of the Recreation/Fitness Center facility and Yunker Farm Park for public and private rentals or events to increase revenue.

13. Assist front desk when patrons are waiting in long lines for open gym and/or membership, answer phones if Customer Service Desk Associate is busy.

14. Assess operation protocols and make adjustments as necessary.

15. Hire, train, evaluate and schedule staff, ensuring adequate staff coverage during all operating hours and supervision.

16. Review, calculate, and approve employee time sheets as needed.

17. Monitor staff performance, take appropriate disciplinary action when needed, and complete staff evaluations for full time and part time employees annually

18. Create and implement procedures for the Mokena Park District.

19. Attend and present at department Head meetings.

20. Prepare monthly board reports and attend board meetings. Be prepared to give an update and respond to questions.

21. Work in conjunction with the Facility Maintenance Supervisor Fitness and Wellness Supervisor, Operations Supervisor and other staff to maintain a clean and safe environment.

22. Have strong cash handling procedural practices.

23. Administer, observe and follow all Park District safety policies and regulations. The safety of the staff and participants is a continuing responsibility of all employees.

24. Work to ensure a safe environment for fitness center members, program participants, Park District staff and members of the general public, within the established Mokena

Community Park District Loss Control Program.

25. Conduct tours of the Oaks Recreation and Fitness Center, Program Center and Yunker Farm Park.

26. Hire, train and supervise Splash Park Attendants; facilitate Splash Park rentals and parties

27. Attend staff meetings, local and state conferences and workshops as they pertain to the recreation and fitness centers.

28. Research alternate sources of funding including donations, sponsorships, and advertising for the recreation center.

29. Perform other duties as assigned

SKILLS AND EDUCATIONAL REQUIREMENTS

Bachelor's degree in Recreation Management, Sports Administration and/or a related field with a minimum of two to five years experience in supervision, programming or an equivalent combination of

training and experience. Certified Parks and Recreation Professional (CPRP) preferred or willing to obtain within a year. CPR/AED/First Aid certification preferred or must be able to obtain within 90 days of hire. A valid Illinois State Driver's License is required.

CONDITIONS OF EMPLOYMENT

Must pass a pre-employment criminal background check. Ability to appear on time for work and notify the appropriate individual if unable to work. Ability to establish and maintain an effective working relationship with other employees and the public. Ability to work a flexible schedule, with some holiday and weekend work required.

The hiring salary range is \$63,500 - \$68,500; starting salary is DOQ. The District offers a comprehensive benefits package including health insurance, dental insurance, life insurance, fitness membership and membership in the Illinois Municipal Retirement Fund (IMRF). The Park District benefits package also includes paid vacation, personal days, holidays, and potential for annual merit increases.

To apply for this position, please submit a cover letter, resume and list of references to Greg Vitale, Executive Director at gvitale@mokenapark.com. Recruiting and interviewing will begin immediately when a suitable pool of applicants is identified. References will not be contacted until after the first round of interviews.

The Mokena Community Park District is an Equal Opportunity and Reasonable Accommodation Employer