



Recreation Program Manager, Glenview Ice Center

Glenview Park District

Contact Name: Brian Montgomery

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Contact Phone:

Closing Date:

Salary: \$65,000 to \$75,000 DOQ

Description:

JOB OPPORTUNITY with the Glenview Park District:

Recreation Program Manager

Glenview Community Ice Center

(Full Time)

“Recreate” a better life with a career in the field of Parks & Recreation!

JOB SUMMARY

Responsible for overseeing all programs and special events of facility including ice sports, special events, martial arts and general programming. Responsible for managing select facility contracts and agreements. Direct Supervisor for Full-Time Figure Skating Director, Hockey Director and Customer Experience Supervisor positions. Responsible for development and supervision of departmental and facility budget areas. Recommends and implements operational policies and procedures for the Glenview Community Ice Center. Oversees all marketing plans and creative promotions. Assists in continued development and implementation of facility business plan. Analyzes and evaluates financial data, usage, industry trends, and customer satisfaction, facilitates weekly and monthly reports based on dashboard and benchmark metrics.

QUALIFICATIONS

Some college required, preferably in the area of recreation, physical education, exercise physiology, business, or a related field. Bachelor's degree strongly preferred. At least 2 years of related experience. Supervisory experience desirable. Knowledge of ice center management including all aspects of business. Critical thinking, analytic ability, excellent communication and organizational skills, strong technical ability (MS Outlook and MS Office) all required. Professional certification(s) and/or active membership in a professional association desirable. Valid Illinois driver's license required.

SCHEDULING & PAY

This is a full time year round position. Daily schedule will vary based on facility hours of operation, which will include nights and weekends based on program and facility needs. Target hiring range is \$65,000-\$75,000, DOQ (commensurate with qualifications and experience).

BENEFITS WE OFFER: In exchange for your time and talent, we offer a generous benefit package, including:

- Medical Coverage, PPO or HMO
- Prescription Coverage
- Dental Coverage
- Vision Coverage
- Life Insurance (basic & voluntary)
- Short- and Long-Term Disability (IMRF)
- Pension / Defined Benefit Plan (IMRF)
- 457 Plan / Defined Contribution Plan
- ROTH IRA & Flexible Spending Accounts
- Paid Holidays, Personal Days, Vacation, Sick Time
- Tuition Reimbursement
- Professional Membership Dues Reimbursement
- Park District Facility Discounts and Usage Benefits

APPLY ONLINE

Visit us at www.GlenviewParks.org – click on “Jobs” at the top of the page.

APPLICATION DEADLINE:

First review of applicants on Monday, August 14th, interviews starting week of August 21st.

If interested, please apply early. The Glenview Park District is an Equal Opportunity Employer.