



Westwood Assistant Manager

Sterling Park District

Contact Name: Mary Kate Gassman

Contact E-mail: mgassman@sterlingparks.org

Contact Phone: 815-622-2264

Closing Date:

Salary: \$40,000 - \$45,000

Description:

<https://www.applitrack.com/sterlingparks/onlineapp/default.aspx?Category=Recreation>

STERLING PARK DISTRICT

WESTWOOD ASSISTANT MANAGER

FULL TIME/EXEMPT POSITION

JOB SUMMARY

The Westwood Assistant Manager assists in the supervision of all personnel and activities at the Westwood Fitness and Sports Center and is responsible for the planning, organization, management, administration, supervision of assigned areas, including but not limited to Wellness Center, Kids Gym and Custodians.

The Assistant Manager is responsible for performing the essential functions as outlined in this job description. The Assistant Manager is a full-time employee who may work up to fifty (50) hours per week. The work pace is slow to moderate depending on the task required. The position requires the ability to work at the heavy work level (100 lbs. or less).

IMMEDIATE SUPERVISOR

The Assistant Manager is under the direction of the Westwood Manager.

ESSENTIAL JOB FUNCTIONS

- Recruit, recommend, select, train, supervise, schedules, and evaluates part-time personnel under the direction of the Westwood Manager at assigned facilities/areas/programs.
- Supervises the organization and administration of assigned facilities/areas/programs.
- Develops a diversified program of recreational activities in assigned areas.

- Assist in the development and implementation of strategies to recruit new and to retain current customers.
- Publicizes and interprets programs, activities, services, and facilities to the community through a wide variety of formats with the assistance of the Marketing Manager and reviews and evaluates those programs, activities, services and facilities on a continual basis.
- Assists in the preparation of the budget; recommends expenditures in accordance with said budget; recommends to the Westwood Manager the establishment of fees and charges for assigned areas.
- Maintains complete and accurate records of assigned areas, services, personnel and property. Prepares and issues regular and special reports as needed and as requested.
- Establishes and maintains cooperative planning and working relationships with other local community agencies and service organizations.
- Evaluate assigned areas on a regular basis.

MARGINAL JOB FUNCTIONS

- Adheres to established safety practices as outlined in the District's Safety Manual and/or set for the by the District's Safety Committee.
- Attends Park Board meetings and other District meetings as required/needed.
- Attend conferences, workshops and seminars as required/needed.
- Performs all other duties as assigned by the Westwood Manager.

SPECIAL CONSIDERATIONS

- Subject to both inside and outside environmental conditions.
- Ability to deal with others in stressful situations.
- Highly organized and have the ability to prioritize workload.

PHYSICAL AND ENVIRONMENTAL CONSIDERATIONS

| Sitting – frequently | Walking – frequently | Strength – 1-100lbs.
 | Climbing – occasionally | Balancing – occasionally | Stooping – frequently
 | Kneeling – occasionally | Crouching – frequently | Crawling – occasionally
 | Reaching – frequently | Handling – frequently | Feeling – occasionally

MINIMUM QUALIFICATIONS

- Certified or ability to become certified in CPR, First Aid and AED.
- A valid Illinois State Driver's License (Class D).
- Organizational skills and the ability to work independently.
- Ability to maintain positive and effective working relationships with other employees.
- Working knowledge of Microsoft Word, Excel and Outlook.

EDUCATION AND EXPERIENCE

- A college graduate with a bachelor's degree in Parks and Recreation or equivalent combination of work experience and education.

COMPENSATION

- \$40,000-\$45,000 starting wage based upon education and experience. Health insurance stipend; dental and vision insurance; retirement plan; paid vacation, personal days and holidays are also included.