



Division Manager of Adventure Falls

Downers Grove Park District

Contact Name: Michelle Pusateri

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Closing Date:

Salary: \$55,000

Description:

Division Manager of Adventure Falls

Full Time – Downers Grove Park District

Salary: Starting \$55,000

About Us: The Downers Grove Park District offers quality parks, facilities and programs for people of all ages to enjoy and explore. Home to 48 parks, a recreation center, history museum, nature center, golf course, community center and more, there is something for everyone at the Downers Grove Park District! Learn more at dgparks.org.

The Opportunity: We have an opening for a newly created position – The Division Manager of Adventure Falls at McCollum Park & the Recreation Center! The Division Manager of Adventure Falls is responsible for the management of the McCollum Park Sprayground, Mini Golf and Concession Stand, as well as athletic leagues and programs at McCollum Park and the Recreation Center such as: Pickleball, Tennis, Adult Softball and Adult Indoor and Outdoor Volleyball.

What you get: The District offers health, dental and vision insurance; paid time off; IMRF (Illinois Municipal Retirement Fund); retirement savings plan; employee assistance; free/discounted recreation programs for employee and household family members; and a free fitness membership to 4500 Fitness.

When you'll work: Full-Time; 40 hours per week. A typical schedule is 8:30am – 4:30pm Monday – Friday with weekends and evenings, as needed. Flexible schedule based on operation and programs.

A Day in the Life:

- Maintains the overall responsibility for the District's Adventure Falls at McCollum Park, which includes a concession stand, mini golf course, and a spray ground
- Maintains the overall responsibility for the District's athletic programming at McCollum Park which includes indoor and outdoor volleyball, adult softball, tennis and pickleball
- Works effectively with the Marketing and Communications staff to issue program marketing vehicles, e.g., flyers, news releases, newsletters, program brochure, etc.

- Works effectively with the Parks & Facilities staff to ensure the Adventure Falls facility meets the District's standard for maintenance and repairs.
- Responsible for the direct supervision of the part time Adventure Falls and Athletics staff including recruiting, hiring, training, monitoring, mentoring and evaluating staff.
- Establishes strategic goals by gathering pertinent business, financial, service, and operations information; identifying and evaluating trends and options; choosing a course of action; defining objectives; evaluating outcomes
- Accomplishes financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions
- Maintains quality service by enforcing quality and customer service standards; analyzing and resolving quality and customer service problems; identifying trends; recommending system improvements
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications; benchmarking state-of-the art practices, participating in professional societies.

About you:

- Bachelor of Science degree in Recreation Administration, Sport Management, Exercise Science or related field from an accredited college or university and five years of experience in the public sector recreation field
- Leadership and Supervisory experience required.
- Certified Park and Recreation Professional (CPRP) preferred
- Certified Pool Operator (CPO) License required – willing to obtain prior to May 2024
- CPR/First Aid/AED Certification required (Park District will provide)
- Experience with Rec Trac Recreation Management Software preferred
- Skilled in using Microsoft Office Suite including Outlook, Word, Excel, and PowerPoint
- Valid Illinois driver's license (may receive within three months of employment when possessing valid out of state license).
- Must have excellent interpersonal and communication skills
- Able to perform physical activities which requires moderate to frequent lifting, standing, balancing, walking, bending, stooping, and handling materials

What sets us apart:

- Supportive and friendly coworkers
- Collaborative and connected management
- Develop your problem-solving, communication, and leadership experience
- Work for a Distinguished Agency Park District

How to Apply

- Apply online at www.dgparks.org/careers-opportunities and include a resume.
- Application deadline – Friday, September 15, 2023

The Downers Grove Park District is an Equal Opportunity Employer