



## **Facilities Recreation Coordinator**

### **Northfield Park District**

**Contact Name:** Jim Reuter  
**Contact E-mail:** jreuter@nfparks.org  
**Contact Phone:** 847-787-1344  
**Closing Date:**  
**Salary:** 40,000

#### **Description:**

The Northfield Park District is seeking qualified, enthusiastic, energetic, detail-oriented, and motivated individuals with excellent communication skills and the ability to manage multiple indoor and outdoor facilities.

Under the direction of the Director of Recreation, the Facilities Recreation Coordinator is mainly responsible for the operations, management, and rental of the Northfield Community Center, including the Northfield Fitness Center, Willow Park, Clarkson Lodge/Park, and Fox Meadow Park. This position manages numerous part-time employees. Secondary responsibilities including assisting with special events and recreation programming as well as developing and maintaining connections with community groups and businesses.

Essential Duties and Responsibilities include, but are not limited to:

- Responsible fiscal management, budget planning, implementation, execution and monitoring of defined facility revenue and expense goals.
- Work with all departments to schedule program use of facilities; promote and facilitate rental opportunities for all indoor and outdoor District facilities.
- Monitor facility revenue through daily admissions, facility passes, fitness, recreation programs, facility rentals and special events.
- Responsible for personnel management of assigned staff to include Building Supervisors and contracted cleaning services.
- Hire, train, evaluate, schedule, and handle payroll for assigned staff, ensuring adequate staff coverage during all operating hours and supervision.
- Assist in managing and training staff on all computer software required to monitor registration and memberships.
- Monitor staff performance, take appropriate disciplinary action, and complete staff evaluations when needed.
- Provide enthusiastic customer service by greeting and welcoming guests, fitness members and recreation program participants with a warm and friendly attitude.
- Respond to the needs, questions, suggestions, or complaints of all facility users/renters.
- Assist in marketing and promotion of all District facilities and special events.

- Assist front desk when needed.
- Assess operation protocols and adjust as necessary.
- Provide assistance when needed to address any situations that may arise by a person using the facility that would require a supervisor's attention.
- Provide building checks of the entire facility throughout the day by conducting walk throughs of the gymnasiums, Fitness Center, restrooms, etc.
- Order supplies as needed.
- Prepare monthly board reports and be prepared to give an update and respond to questions.
- Work in conjunction with all District staff to maintain a clean and safe environment.
- Administer, observe, and follow all Park District safety policies and regulations.
- Conduct tours of the Northfield Community Center, Fitness Center, and Clarkson Lodge.
- Attend staff meetings, local and state conferences, and workshops as they pertain to District facilities and programming.
- Research alternate sources of funding including donations, sponsorships, and advertising for the Northfield Park District.
- Assist with supervision of recreation programs.
- Work with all other staff members in a cooperative manner.
- Perform other duties as assigned.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, and efforts of working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change: ie. emergencies, rush jobs, changes in personnel, workload, technological developments, etc.

#### Qualifications:

Bachelor's degree in Recreation Management, Sports Administration and/or a related field. A minimum of 1-2 years of previous programming/facility operations experience is preferred. Personal work ethics and values will also be important factors in determining who our next team member will be. This position reports directly to the Director of Recreation. A valid Illinois State Driver's License is required.

#### Work Environment/Expected Hours:

Candidates will have strong interpersonal/communication skills, writing skills, supervisory/leadership skills, and capability to possess sound judgement. Ability to attain certification in CPR, First Aid and AED. Computer capability is required with experience using RecTrac Recreation Software as a plus. This position requires you to exercise independent thought and discretion in the completion of required duties. This team member will actively engage with their events, programs, and rentals throughout multiple parks and school facilities. Based upon the demands and responsibilities of the position and particular district operations, some weekday evenings and weekend hours will be a necessary aspect of this job opening.

#### Salary and Benefits:

The hiring salary for this position is \$40,000. The Northfield Park District offers a comprehensive benefits package including health insurance, dental insurance, life insurance, paid parental leave, 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.

#### 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.

To apply for this position, please submit a cover letter, resume and list of references to Jim Reuter, Superintendent of Parks & Recreation at [jreuter@nfparks.org](mailto:jreuter@nfparks.org). 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. All questions can also be directed to Jim. We are looking for someone to start immediately and this position is open until filled.

The Northfield Park District is an Equal Opportunity and Reasonable Accommodation Employer.