



Recreation Manager - Athletics & Fitness

Lisle Park District

Contact Name: Jason Dale

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Contact Phone:

Closing Date:

Salary: \$54,052 - 67,000 DOQ.

Description:

Please apply online at www.lisleparkdistrict.org/jobs

The Lisle Park District is adding the *new* position of Recreation Manager - Athletics & Fitness to our successful Recreation team! This position will oversee existing athletics and fitness programming while also creating new opportunities for our community to enjoy.

Full time employees receive health, dental, life, vision and disability insurance, IMRF pension, generous paid time off and holidays, casual dress code, free access to Sea Lion Aquatic Park, Community Park Fitness Center and Riverbend Golf Course, plus discounts on programming.

Major responsibilities include the following. Other responsibilities may be assigned.

- Develops, implements, and evaluates youth and adult athletic programs, leagues, instructional in-house and contractual lessons and programming, and youth sports summer camps.
- Develops, implements and evaluates adult, senior and youth/teen fitness programming.
- Responsible for the departmental budget and financial performance of athletics and fitness programs. Includes preparing monthly revenue and expense reports as assigned for areas of responsibility.
- Hires, trains, supervises, and evaluates part time and seasonal staff in accordance with Lisle Park District Employee Handbook.
- Seeks, interprets, and implements input from patrons through regular public contact, surveys, and program evaluations.
- Prepares and maintains necessary reports and statistics to monitor program effectiveness and identify areas for improvements.
- Keeps accurate schedules, timetables, and information for reservations of all baseball, soccer, football and softball fields.
- Coordinates with the Parks Department all scheduling for lining and conditioning of baseball, soccer, football, and softball fields.
- Provides timely and adequate information for publicity and marketing of programs, camps, and events.

- Purchases, secures, and inventories program supplies and equipment for athletics, camps within budgetary allowances. Selects and negotiates with vendors

Requirements:

- Requires expertise typically acquired through completion of a bachelor's degree in Parks and Recreation or a relevant area.
- Minimum of 2 years related work experience required.
- Strong interpersonal and communication skills, both verbal and written.
- Proficient in Microsoft Office and recreation software.
- Attention to detail and excellent organizational skills.
- Problem-solving abilities and a customer-focused mindset
- Ability to multi-task

Physical requirements include: good speaking, hearing and vision abilities; excellent hand-eye coordination; ability to lift and carry up to 25 pounds occasionally and a negligible amount frequently; reach for and handle objects.

May require working overtime and attending evening community and other special interest group meetings. Will require occasionally working outdoors, especially during the summer season.

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