



Office Manager

Golf Maine Park District

Contact Name: Kevin Hubka
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Closing Date:
Salary: 41k-45k DOQ

Description:

SUMMARY:

The Facilities Manager is responsible for the front desk operations and park district registrations, programs, facility rentals, payments of the Feldman and Dee Park Recreation Center. The Facilities Manager oversees up to 25 part-time employees. This position requires a customer service-oriented employee to manage both facilities (Feldman Park & Dee Park).

SUPERVISORY:

The Facilities Manager reports directly to the Executive Director.

ESSENTIAL JOB DUTIES:

Communicate with the Executive Director regularly on park district matters. This individual must be knowledgeable on all park district programs and facility matters.

Assist with supervising of open gyms, programs, party rentals and all other facility services.

Assist with the preparation and review of performance appraisals for part-time staff.

Recruitment, hiring, and discipline of part-time employees.

Attend to the needs of patrons, answer phone calls, take registrations, and promote programs.

Demonstrate exceptional customer service skills in all communication.

Maintaining existing customer accounts.

Promote and create new customer accounts.

Maximize facility usage at both facilities.

Effectively communicate with staff, businesses, vendors, residents, and professionals.

Call facility vendors as needed.

In charge of daily cash drops to Park District Safe.

Serve as a liaison to our special recreation association, M-NASR.

Prepares special reports for Director as needed.

Regular inventory program supplies and equipment. Identify, recommend, and order of products and quantity needed.

Support the quality of the loss control program for the park district.

Assist Marketing Committee in all essential functions of marketing.

Assists with special projects and must attend all park district events.

Create schedules for part-time staff.
Commuting between facilities.
Communicates with Recreation and Maintenance Department on facility issues and needs.
Use of RecDesk, registration software, and ability to train part-time staff effectively.
Opening and closing of Park District facilities.
Perform other duties as assigned by Supervisor.

MARGINAL FUNCTIONS:

Attend Park district meetings as necessary.
Represent the park district in various public forms.
Assist the recreation department with special events.
Attend conference workshops to expand knowledge in related areas of responsibility.

PSYCHOLOGICAL REQUIREMENTS:

Ability to work effectively in a climate of political assertiveness and interaction, requiring timely administrative responsiveness and flexibility.
Must be able to function effectively in a fast-paced environment.
Must be able to deal with people in stressful and demanding situations.
Must be able to function under stressful situations when first aid and CPR are required.

PHYSICAL REQUIREMENTS:

Frequently – Sitting, walking, or standing
Occasionally – Climbing, balancing, stooping or kneeling
Strength – Work requires handling average weight (up to 25 lbs) of materials or equipment.

ENVIRONMENTAL CONSIDERATIONS:

Normal office conditions for most of the work. May include variation in temperature.
Outside conditions for special events.

HOURS:

The Facilities Manager position is an exempt full-time position working a minimum of 40 hours per week. The scheduled work hours for this position may vary depending on staff and what is scheduled in the building. Typical weekly hours are 830am-5pm, with 30-minute lunch. Weekend and night hours may be required, as directed by Supervisor.

EDUCATION, EXPERIENCE, TRAINING:

Certification in advanced Cardiopulmonary Resuscitation (CPR), First Aid and Automated External Defibrillator (AED).
A bachelor's degree in Recreation, Hospitality and Tourism or related area of study, or 1-3 years of experience working in event planning, facility management, promotions, customer service or related field.
A valid Illinois State driver's license.
The candidate must pass a criminal background check, physical, and drug test.
Computer skills and ability to operate office equipment.
Knowledge in Microsoft and Google applications.
Spanish speaking preferred, but not necessary.

BENEFITS OFFERED:

Medical, Dental, Prescription and Vision Coverage

Employee Assistance Plan (EAP)

Life Insurance Coverage

IMRF Retirement

Paid Holidays

Paid Vacation and personal days based on years of service.

Contact:

Please send your cover letter and resume to kevin@gmpd.org