



## **Manager of Cultural Arts, Camps & Seniors**

### **Glen Ellyn Park District**

**Contact Name:** David MacDonald

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**Contact Phone:** 630-942-7266

**Closing Date:**

**Salary:** \$55,000+ per year depending on qualifications

#### **Description:**

Do you have a passion for recreation programming and the arts? Are you energetic, creative, and innovative with a desire to grow and expand our current offerings? We're currently presenting two youth theater productions per year, but have our sights set on so much more! With the passing of a \$15.9 million referendum in 2022 we are building a new theater in our Spring Ave. Recreation Center with phase 1 targeted for completion this summer! We have a steady dance program but the potential for growth is outstanding. You'll oversee our two largest camps during the summer and plan and execute various special events throughout the year. Let's not forget our Active Adults and Seniors! Since COVID we've upped our game, and offer game days, help with taxes and other educational opportunities, and trips to shows and other exciting outings. Across generations and a multitude of program areas you'll improve and impact the quality of life of our residents and create lasting memories for years to come! Come grow with us!

**Hours:** Generally, Monday – Friday 8:30 am – 5:00 pm with some evening and weekend work as needed.

**Location:** Spring Ave. Recreation Center, 185 Spring Ave., Glen Ellyn, IL 60137

#### **JOB SUMMARY:**

Under the direction and supervision of the Superintendent of Recreation Services, the Manager of Cultural Arts, Camps & Seniors will be responsible for the planning and administration of various recreation programs, services, and special events. Primary responsibilities include customer service, staffing, scheduling, budgeting, and safety of all assigned programs, special events, and other services to meet the needs of our community. The largest program area will be Cultural Arts which includes dance, theater, music, and art (both in-house and contractual), Summer Camps – Camp Caravan (ages 6-12) and Turf & Surf – our Biking & Swimming Camp for ages 9-12, and various specialty classes, services, and special events for teens, seniors/active adults, and the community as a whole. Additionally, this position will oversee Spring Ave. facility operations and rentals. Other duties include but are not limited to: facility management, updating playbooks, public relations/marketing, staff training, performance management, purchasing, inventory and equipment maintenance, and other duties as assigned. This is an at-will position.

#### **EDUCATION, EXPERIENCE, AND TRAINING:**

- The ideal candidate will be self-motivated, resourceful, creative, and have an outgoing personality with a passion for the arts and recreation for all!
- A Bachelor's degree from an accredited college or university in Recreation, Performing Arts, Leisure Studies or a related field is required, or an equivalent combination of related experience and training.
- At least 3 years of leadership/supervisory experience is preferred or a combination of performance/ teaching and supervisory experience.
- Requires strong customer service and communication skills, with excellent composition, writing and presentation skills.
- Experience and understanding of recreation administration and programming, customer service, and personnel procedures, are required.
- Interest and experience in Cultural Arts, Camps, and Special Events Planning is required.
- Results-oriented with interest and experience in developing and expanding programming in various areas to fill gaps and create niches is highly desired.
- Strong computer skills with proficiency in Microsoft Office and recreation management software is required, with aptitude to learn and use other systems/applications. ActiveNet experience is a plus.
- Previous facility management experience is desired and helpful, with the ability to respond calmly and effectively under pressure and in difficult situations.
- Effective problem solving, analytical, and budgeting skills with a desire to explore/expand revenue generation and alternate funding options.
- Highly organized with attention to detail and the capacity to be flexible, multi-task and manage multiple projects and deadlines with shifting priorities.
- Possess strong safety awareness and utilize sound judgment in all aspects of this position.
- Certified Parks & Recreation Professional (CPRP) designation or other related professional certification is preferred.
- Capacity to work independently and as part of a team is essential.
- Professional and approachable with a record of building lasting relationships and partnerships with staff, parents, local schools, and community groups and services.
- CPR/AED/First Aid certified or capacity to receive within 3 months of hire.
- Mandated Reporter Certification is required or must obtain within 3 months of hire.
- Local resident and/or familiarity with the Glen Ellyn community is a plus.
- Available to work a flexible schedule including evenings and weekends for special events, meetings, etc.
- Must have a valid IL Driver's License and reliable transportation to and from work.

## **BENEFITS WE OFFER:**

- Health Insurance (HMO or PPO medical option), dental, vision, and prescription coverage following 30 days of employment.
- Pension/Defined Benefit Plan (IL Municipal Retirement Fund) with disability benefits following one year of enrollment.
- Flexible Spending Account with Medical and Dependent Care pre-tax payroll deductions.
- Paid Time Off - including vacation, sick leave, 9 holidays, and 4 floating holidays.
- Employer Paid Life Insurance with additional voluntary options as well.
- Free Fitness Membership & Wellness Programs with discounts on recreation programs and events.
- Employee Assistance Program for employees and immediate family members.
- Professional Membership and Development opportunities.
- Tuition Reimbursement Program eligibility following one year of employment.

**To apply, please visit <https://gepark.bamboohr.com/careers/69?source=aWQ9Mjl%3D> and include a resume and cover letter. Thank you!**

For questions, please contact David MacDonald, Superintendent of Recreation Services, at ***[dmacdonald@gepark.org](mailto:dmacdonald@gepark.org)*** or (630) 942-7266 or Lynn Wiltfong, HR & Risk Manager, at ***[Lwiltfong@gepark.org](mailto:Lwiltfong@gepark.org)***.

***The Glen Ellyn Park District is a local governmental agency serving all residents of the Village of Glen Ellyn and portions of neighboring communities. It provides a wide range of recreational services, athletics, and leisure activities to its citizens, with opportunities for all ages and abilities. We are an Equal Opportunity Employer, and our mission is to “foster diverse, community-based leisure opportunities through a harmonious blend of quality recreation programs, facilities, and open space which will enhance the quality of life into the future.” We welcome you to apply to become a part of our great TEAM!***