



Lakefront General Manager

Wilmette Park District

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Closing Date:
Salary: \$81,314 - \$113,839

Description:

JOB TITLE: Lakefront General Manager

The Wilmette Park District offers a generous and comprehensive benefits package that includes medical, dental, and vision coverage, along with life insurance (basic and voluntary), a pension plan (Illinois Municipal Retirement Fund), 457 Defined Contribution Plan and Section 125 Flexible Spending Account in addition to paid holidays and vacation time, facility discounts & usage benefits. Full Time - salary position

SUMMARY: Under the direction and supervision of the Superintendent of Recreation, the Lakefront General Manager is responsible for organizational planning, coordinating and control of all operational and program functions and supervision of the Lakefront, including Gillson Dog Beach, Sailing, Swim Beach, Gillson Park, Lakeview Center, Langdon Beach, Wallace Bowl, Elmwood Dunes, Lakefront Camps, and general programming as well as any other lakefront property the Park District manages.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned:

- Recruit, hire, train, supervise, and evaluate two full-time staff - Assistant Lakefront Manager and Lakefront Program Supervisor
- Oversee Lakefront recruitment, hiring, training, supervision, and evaluation of part-time Lakefront and Lakeview Center staff, including, but not limited to, customer service representatives, rental attendants, lifeguards, sailing attendants and instructors, park patrol, camp staff, maintenance, security, and lead staff
- Responsible for overseeing the administration and evaluation of Gillson Sailing Beach, including the annual sailing beach contracts
- Oversee the planning, organization, and implementation of Aquatics, Junior Lifeguard, Great Gillson, Pathfinders, Sailing, and Beach Volleyball Camps
- Strong organization management, supervision, attention to detail, problem solving, along with excellent communication skills
- Ability to communicate effectively with the police department, fire department and US Coast Guard
- Lead regular staff meetings and attend district-wide meetings to keep all levels of employees within the facility updated on agency business

- Conduct pre-season and in-season trainings to cover staff expectations, customer service, safety and procedures that are outlined in various lakefront employee handbooks
- Review and approve time sheets for employees and accurately complete bi-weekly payroll
- Coordinate seasonal facility start-up and closure procedures with the Parks and Planning Department
- Maintain current and accurate records pertaining to the operation of Gillson Beach/Park, Langdon Beach, and Lakeview Center, including, but not limited to, watercrafts, life safety supplies and operational inventory
- Review all accident and incident reports that occur under area of responsibility and send to Human Resources/Risk Manager
- Develop and implement specific goals and objectives related to the improvement of Gillson Beach/Park, Elmwood Dunes, Langdon Beach, and Lakeview Center programming, rentals, and overall operations
- Proficient sailing and boating skills
- Submit monthly board reports of lakefront programs and operations to the Superintendent of Recreation
- Attend conferences, workshops and seminars related to the position, in order to stay current with safety protocols, training materials, and programming options
- Evaluate customer and community interests and needs; make recommendations on future facility operations and services based on community feedback and industry trends
- Create and execute Lakefront Programs and Operations annual budget in accordance with Park District policies and procedures, including capital improvement recommendations to the Superintendent of Recreation on an annual basis
- Monitor monthly budget reports and report any variances
- Implement purchasing, inventory of supplies, and reconciliation in accordance with Park District policies and procedures
- Responsible for collaborating with the Marketing Department on annual marketing plan for operating areas, submit brochure content, and monitor website for accuracy
- Additional duties as assigned

SAFETY RESPONSIBILITIES:

Actively support the safety program that will effectively control and reduce accidents. Obey all Park District and departmental safety rules, regulations and procedures established by the Wilmette Park District safety program that are pertinent to the activities conducted at the facility and property. Promptly report all unsafe actions, practices or conditions to the immediate supervisor. Attend and participate in required safety training.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree in Parks and Recreation or related field
- Seven years minimum of progressive experience in Parks and Recreation
- Valid Driver's License

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and

procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

TECHNOLOGY SKILLS:

Ability to type and familiarity with computers are essential. The Park District uses Microsoft Office Suite, Paycom for payroll processing, Incode for financial record/budget management, and RecTrac for program registration/facility booking.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Illinois Driver's license
- CPR/AED required within three (3) months, provided by the Park District
- Lifeguard Management within three (3) months, provided by the Park District
- Annual Sexual Harassment Training

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand, walk, climb or balance, and taste or smell.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions. The employee frequently works in outside weather conditions and is frequently exposed to toxic or caustic chemicals and extreme cold. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to extreme heat and risk of electrical shock.

The noise level in the work environment is usually moderate.

WORK SCHEDULE:

- In-season schedule - extra hours expected Memorial Day through Labor Day, with at least one weekend day shift required
- Normal off-season working hours are Monday through Friday, 9 am to 5 pm
- General hours of duty will be approved by the Superintendent of Recreation