



Recreation Manager

Community Park District of La Grange Park

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Closing Date:

Salary: \$47,578-\$53,000 DOE + Full Payment of Medical Insurance Premiums

Description:

We are looking for an innovative and passionate recreation manager to oversee **summer camp, Ready Teddy Preschool, Footlight Players Community Theater, and general interest programming.**

About Us: The Community Park District of La Grange Park serves 13,000 La Grange Park residents as well as hundreds of neighboring participants from Brookfield, Lagrange, Westchester, and Western Springs. We are proud members of SEASPAR, IPRA, NPRA, IAPD, the La Grange Park Chamber of Commerce. In the last four years, our agency introduced the first traditional summer day camp in our community and the program currently serves more than 150 families per week. **Increased support for recreational programming in our community has helped us improve our net position by more than 300% since 2019 and we are looking for the right individual to help us keep that momentum going!**

The ideal candidate will develop exciting new programming and refine and improve what the Community Park District currently offers.

The Recreation Manager is an exempt full-time position that creates, manages, and evaluates essential and inclusive recreational opportunities in La Grange Park. The Recreation Manager is directly responsible for Ready Teddy Preschool, early childhood programming, summer camps, day camps, as well as a wide range of youth and adult general interest programming. The position can at times exceed 40 hours of work per week to supervise or attend evening or weekend events.

QUALIFICATIONS

Bachelor's Degree in parks and recreation management, early childhood education, or 3 years of equivalent experience is required. Must be a Certified Parks and Recreation Professional (CPRP) or have the ability to acquire within three years of hire. Candidate must have First Aid/CPR certification or ability to obtain within 3 months of hire. Candidate must possess a valid State of Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Recreation Manager reports to the Superintendent of Recreation.

ESSENTIAL FUNCTIONS

- Administrative duties include but not limited to recruiting, interviewing, hiring, training, supervising, evaluating and, if necessary, disciplining personnel, and making recommendations regarding pay increases for such personnel, including, but not limited to Ready Teddy, flex and summer camp staff, contractual staff, recreation coordinators, and program coordinators; submitting accurate bi-weekly payroll; submitting and managing an annual budget; submitting a monthly status report; preparing bids for and ordering program equipment and supplies in accordance with the District purchasing policy; maintaining and protecting supplies and other inventory; promoting District activities to community groups; and attending Park Board meetings as needed.
- Oversees in the development and administration of the Community Footlight Players youth theater program, and dance programming.
- Organizes and runs special events and trips specific to camp and preschool.
- Works with local school districts to develop and implement an efficient preschool program.
- Develops and maintains an excellent working relationship with school districts, the La Grange Park Library, and other public and private organizations that provide program resources.
- Coordinates larger events with the Marketing and Events Manager and outside groups.
- Specific to the Ready Teddy Preschool: responsible for tuition preparation and distribution; scheduling teachers; handling day to day operations; planning, organizing, conducting and evaluating all Ready Teddy special events; responsible for fund raising events; responsible for curriculum development, registrations, teacher meetings, and evaluation exercises; responsible for all aspects of the flex program.
- Specific to the summer camp program: responsible for curriculum development, registrations, and program evaluation; handling day to day operations; training, scheduling, and supervising all staff and volunteers.
- Coordinates inclusion services.
- Promotes a quality loss control/safety program for the Park District.
- Contributes to park district special events.
- Teaches classes as needed.
- Performs the job in a safe manner and in compliance with the District policies, procedures, work and safety rules and the employee handbook.
- Performs other duties as assigned.

SECONDARY FUNCTIONS

- Assists with Park District special events.
- Assists with front desk operations.
- Set up and tear down for programs and events.
- Assists other staff members.

PHYSICAL DEMANDS, ENVIRONMENTAL REQUIREMENTS AND PROTECTIVE GEAR/CLOTHING

- General work area is indoors, in a smoke-free environment, with controlled temperature and fluorescent lighting.
- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting.

- Drives motorized vehicle to travel to different locations.
- Performs lifting tasks up to 50 pounds.

REQUIRED COMPETENCIES

- Ability to communicate effectively.
- Ability to create and follow a budget, following Park District policies.
- Ability to follow established Park District safety rules and guidelines.
- Ability to maintain positive and effective working relationships with fellow workers, patrons and the general public.
- Capacity to utilize effective time management skills to complete assigned work.
- Ability to follow through on projects from beginning to end without immediate supervision.
- Capacity to solve problems and make project-related decisions.
- Ability to safely operate motor vehicles.

REQUIRED KNOWLEDGE

- Extensive knowledge of parks and recreation programming.
- Extensive knowledge of early education programming
- Good knowledge and skills in the use of computer programs, including but not limited to Microsoft office and the District's web site.
- Extensive knowledge of the hazards and safety of the work performed.

HOURS

The Recreation Manager an exempt full-time position working a minimum of 40 hours per week. The typical work hours for this position are Monday-Friday, 8:30am to 5pm, including ½ hour for lunch. The scheduled hours may be subject to change at the discretion of the Executive Director to accommodate District programs and events. Evening and weekend hours will be required.