



Manager on Duty

Downers Grove Park District

Contact Name: Josh Williams

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Closing Date:

Salary: \$20/hr

Description:

About Us: The Downers Grove Park District offers quality parks, facilities and programs for people of all ages to enjoy and explore. Home to 48 parks, a recreation center, history museum, nature center, golf course, community center and more, there is something for everyone at the Downers Grove Park District! Learn more at dgparks.org.

The Opportunity: We have an opening for the Manager on Duty role at the Recreation Center/4500 Fitness Center! The Manager on Duty is responsible for the management of the building operations in the absence of the Assistant Superintendent of Recreation during their regular shift. The Manager on Duty provides excellent customer service to guests by greeting visitors and answering inquiries, processes all fitness related transactions, and supports and coordinates the programs of the Recreation Center.

What you get: This full time position pays \$20.00/hour (\$41,600 annually), as well as health, dental and vision insurance, paid time off, IMRF (Illinois Municipal Retirement Fund), and a free fitness membership to 4500 Fitness.

When you'll work: Full-Time; 40 hours per week

- Sundays 10:15am – 6:15pm
- Mondays - Thursdays 1:15pm – 9:15pm

A Day in the Life:

- Close the Recreation Center building during each scheduled shift
- Follow building schedule to set up and take down equipment for programs and rentals
- Ensure all programs and activities in the facility are operating in an efficient, safe and professional manner
- Sell and accurately complete fitness transactions such as daily passes, punch passes, personal training sessions and fitness memberships
- Conduct daily building inspections for cleanliness to ensure the Recreation Center is meeting District expectations including stacking weights, thorough and regular cleaning of equipment and fitness area, and tidying up the exercise area
- Perform custodial and maintenance duties, as needed, to assist the Recreation Center custodian or in the absence of the custodian, including restocking restrooms, removing garbage, cleaning spills, cleaning windows, minor snow removal, and reporting maintenance repair needs
- Enforce all facility rules in a professional and polite manner

- Answer guest questions in a friendly manner and ensure that members and guests scan at the front desk prior to using the facility
- Respond to guest concerns and resolve differences that arise between patrons and/or District employees
- Actively respond and lead staff and patrons during emergencies such as: fire, weather, conflict, or injuries

About you:

- High School Diploma, preferred
- Previous experience working in a Park District, Recreation or Athletics facility, preferred
- Must have excellent interpersonal and communication skills
- Able to perform physical activities which requires moderate to frequent lifting, standing, balancing, walking, bending, stooping, and handling materials
- Able to work with computers and systems to set up functions, enter data, and process information
- CPR/AED and First Aid Certification is required (Park District will train)

What sets us apart:

- Supportive and friendly coworkers
- Diverse work tasks that make every day different and exciting
- Collaborative and connected management
- Develop your problem-solving, communication, and leadership experience
- Learn important life skills such as time management and influencing others
- Work for a Distinguished Agency Park District

How to Apply

- Apply online at www.dgparks.org/careers-opportunities and include a resume.

The Downers Grove Park District is an Equal Opportunity Employer