



## **Program Manager**

### **Burbank Park District**

**Contact Name:** Bill Olsen

**Contact E-mail:** bolsen@burbankparkdistrict.org

**Contact Phone:** 708-599-3873

**Closing Date:**

**Salary:** \$50,000-\$63,000

#### **Description:**

Under the direction of the Executive Director, the Program Manager will include early childhood programs, day camp and teen mixers. The Program Manager is expected to effectively communicate with customers, vendors and staff about program and event details.

#### ***ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:***

- \* Manages daily operations and curriculum for early childhood programming, Day Camp and some special events.
- \* Management and supervision of all contractual classes.
- \* Development and execution of teen mixers, splash bashes and birthday party packages.
- \* Assist with program registration and customer service
- \* Development and design of our 3 seasonal program guides (Fall, Winter/Spring, Summer).
- \* Development of marketing materials and social media content for programs.
- \* Hire, train, schedule, supervise and evaluate assigned program staff.
- \* Assist with payroll as needed.
- \* Attend professional conferences and workshops as needed.
- \* Have the ability to evaluate current programs and research new concepts and programs on a seasonal basis.
- \* Perform other duties as assigned

#### ***JOB QUALIFICATIONS:***

- \* Bachelor's Degree in Recreation Administration, Early Childhood Education or related field.
- \* Will consider significant and material experience in lieu of formal education.
- \* At least 2 years of full-time experience desirable but will consider ambitious out of college graduate.
- \* Microsoft Word and Excel skills preferred
- \* Rec Trac preferred but will train right person

#### ***SCHEDULE AND PAY:***

\* Normal working hours are 9am to 5pm with a 30 minute lunch break Monday-Friday. Weekends and nights might be necessary based on program needs. Position salary range is \$50,000-\$63,000 based off experience and qualifications.

***BENEFITS OFFERED:***

- \* 100% EMPLOYEE covered health insurance, 90% spouse and 90% family health insurance coverage as well
- \* Compensatory Time Banked over 40 hours worked in a week. Compensatory time OVER 40 hours paid out each year
- \* Dental & Vision Coverage
- \* Life Insurance (basic)
- \* PATH Wellness Program
- \* EAP Employee Assistance Program
- \* Vacation and Sick Time
- \* Paid holidays (as defined in Policy Manual)
- \* Facility Discounts and usage Benefits

***ALL APPLICANTS PLEASE SEND YOUR COVER LETTER AND RESUME TO BILL OLSEN, EXECUTIVE DIRECTOR AT BOLSEN@BURBANKPARKDISTRICT.ORG.***