



Program Manager - Camps, Art, and Youth Glencoe Park District

Contact Name: Adam Wohl

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Closing Date:

Salary: 65,000+ DOQ

Description:

Summary of Role:

Gold medal awarding-winning Glencoe Park District seeks an experienced Full-Time Program Manager for Camps, Art, and Youth. Under the direction and supervision of the Assistant Director of Recreation and Facilities, the Program Manager for Camps, Art, and Youth is responsible for developing, planning, implementing, supervising, and evaluating a variety of recreation programs including school-age summer camps, Before and After Care Program (Kids Club), arts and ceramics, dance and theatre, and general interest enrichments. In addition to program responsibilities, the Program Manager for Camps, Art, and Youth shall perform duties in personnel supervision, budgeting, marketing, purchasing, and customer relations as they relate to the Program Manager's specific areas of responsibility. Additional duties may be assigned by the Assistant Director of Recreation and Facilities and Director of Recreation and Facilities.

Qualifications and Education Requirements:

B.S. degree in Recreation and Park Administration or related field from an accredited college or university or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities. A minimum of two years of full-time program supervisory experience.

Essential Duties and Responsibilities:

- Recruit, hire, train, schedule, and supervise part-time, seasonal, and contractual instructors; evaluate their performance by conducting site visits and creating standards and expectations
- Responsible for developing, promoting, organizing, and supervising a variety of programming including, but not limited to:
 - Before/After School Kids Club program
 - School Day Off Programs
 - School-Age Summer Camps
 - Youth and Adult Art/Ceramics Programs
 - Dance and Theatre Programs
 - General interest enrichments
- Prepare or update parent manuals; maintain awareness of changes by organizations and sanctioning bodies involved in each program
- Work with the school district in scheduling bus transportation from Glencoe schools to the Takiff Center, and coordination to/from programs at Weinberg Family Recreation Center
- Responsible for the effective scheduling of programs and camps

- Conduct parent orientation for Kids Club and Summer camps
- Regularly seek public input as to desired new programs or changes to existing programs
- Recommend the addition, elimination, or revision of programs, locations, or activities
- Assist and partner on special events as needed
- Prepare, update, and submit accurate brochure copy within established deadlines
- Input program information, facility reservations, and set-ups in the registration system
- Provide school district with activity rosters and program schedules
- Work with Marketing in promoting programs and camps

Benefits:

- Employer-sponsored health insurance
- Generous paid time off – including 2 weeks' vacation, floating holidays, personal days, and sick leave
- Participation in Illinois Municipal Retirement Fund (IMRF) and access to 457(b) retirement savings account
- Complimentary family beach and ice rink passes, complimentary individual fitness center pass
- Discounts on non-contractual Glencoe Park District program

To Apply: Interested applicants must apply online at <https://glencoe park district.com/work-with-us>