



Facility Manager

Bolingbrook Park District

Contact Name: Kai Wahlgren

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Closing Date: 2024-06-21

Salary: \$62,000-\$69,000

Description:

The Bolingbrook Park District is seeking qualified individuals to apply for the Facility Manager Position. This is a full-time position.

Job Title: Facility Manager

Agency: Bolingbrook Park District

Website: www.bolingbrookparks.org

Salary: \$62,000 - \$69,000/starting annual salary, plus benefits

Deadline: June 21, 2024

Qualifications:

Graduate from an accredited college or university with a BS/BA degree in recreation and parks administration or related field. Minimum of 5 years' supervisory experience preferred. Applicants must have a thorough knowledge of facility operations and management. Applicants must have strong customer service, organizational, and management skills. And the ability to recognize safety concerns and provides a safe environment. Knowledge of Microsoft Office Suite of Programs and Rec Trac. CPR, First Aid and AED certified and CPRP preferred.

Duties:

Under the direction and supervision of the Director of Recreation, the Facility Manager is responsible for security, customer service, and cleanliness of both Bolingbrook Park District community centers: Annerino Community Center (ACC) and Bolingbrook Recreation and Aquatic Complex (BRAC). The Facility Manager is also responsible for facility staff, rentals, and open play activities at ACC and BRAC. The Facility Manager is also responsible for the recruitment, hiring, training, supervision, evaluation, and provide disciplinary action when necessary for all full time and part time staff. Responsible for planning, staffing, promoting, implementation, and evaluation of programs, events and rentals. Create, implement, manage, and evaluate management procedures for both community centers. Manage all facility operations for safety and quality, submitting work orders as need and coordinate these needs with building staff building maintenance staff. Manage all aspects of rentals, open play and meeting rooms.

Candidates must have:

Ability to recognize public safety concerns and the initiative to act upon them to ensure a safe

environment.

Familiarity with sports, facility, and fitness equipment and its care. Ability to learn and understand emergency paging system in accordance with Emergency Action Plan. Ability to learn security surveillance software. Ability to establish a positive rapport by using tact and discretion with patrons and staff.

Other duties include: review and edit park district brochure pages for each season and monthly open play schedule. Prepare and administer the annual budget for the operation of both community centers. Prepare and submit daily, monthly, quarterly and annual reports as required. Prepare and maintain records of facility operations, usage, occupancy, and scheduling for reference in future years. Teach and train Emergency Operations Management Plan with staff in preparation for any and all emergencies. Train all staff and hold them accountable to act as the facility lead when an Emergency Action Plan is implemented, complete all required paperwork, and contact supervisor immediately following emergency situation. Ensure compliance with safety, health and loss control policies and procedures of the District. Collaborate with the Marketing Team to promote facility and program opportunities. Represent the Recreation and Facilities Team as a member of the Safety Committee. Day to day operations require collaboration with program managers/supervisors and the Customer Care Manager. Abide by the Bolingbrook Park District dress code for your area. Perform all job tasks within the rules and guidelines of the Park District's safety program. Work as a team player with co-workers and in conjunction with other departments.

How to Apply: Please submit cover letter, resume and references online at:

https://www.appone.com/MainInfoReq.asp?R_ID=6278326

Contact: Kai Wahlgren, Director of Recreation

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