



## Recreation Manager

### West Chicago Park District

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**Closing Date:**

**Salary:** \$58,000 - \$62,000

#### **Description:**

**Department:** Recreation

**Classification:** Full-Time Exempt

**Salary:** \$58,000 - \$62,000

**Location:** West Chicago Park District – ARC Center

**Start Date:** Open Until Filled

#### **General Description:**

Are you seeking an opportunity to contribute to a positive and impactful team in a great community? If so, we're looking for you to oversee Customer Service, Fitness, Athletics, and a full-time staff member in the Recreation Department at the West Chicago Park District!

Under the supervision of the Superintendent of Recreation, the Recreation Manager is responsible for the planning and coordinating of all operational and program functions of the ARC Fitness Center, Athletics, and Customer Service in addition to supervising a full-time staff member and supporting the areas in which they oversee. This includes, but is not limited to, demonstrating understanding of facility management, promoting of fitness-related activities and incentive programs, training, budgeting, and reporting. Duties include program management and preparation, cash handling, record keeping, and serving as a member on the District's Safety Committee. The Recreation Manager should be detail-oriented and possess analytical skills to resolve problems effectively and accurately. This is a full-time exempt position, working 40 hours weekly. Hours may fluctuate to accommodate evening or weekend facility and/or program management. This is an at-will position.

#### **Education:**

- Bachelor's Degree in Parks & Recreation, Physical Education, or a closely related field from an accredited college or university, or an equivalent combination of education and work experience is required.
- Candidate must be CPR, AED, and First Aid certified within six (6) months of hire.

#### **Experience:**

- Minimum of four (4) years' experience in fitness center management including membership programs, facilities, and operation of fitness equipment.
- Minimum of two (2) years' experience in recreation programming, budgeting, marketing, and

staff management preferred.

### **Required Certification and Skills:**

- Administer programs, services, and department within the adopted budget guidelines, following budget approval.
- Knowledge, creativity and skill in problem-solving, interpersonal skills, programming, and facility management.
- Excellent oral and written communication skills, and the ability to read, write, and speak in English. Bilingual preferred.
- Proficient in Microsoft Office components including Word, Excel, and Outlook.
- Experience with Vermont Systems Recreation Software (RecTrac) is preferred.
- Preference given to candidates with a valid IL Driver's License along with their own source of reliable transportation.
- Obtain and maintain current, active staff training and certifications through recognized certifying organizations.

### **Essential Duties & Responsibilities:**

- Provide a safe environment for participants, staff, and volunteers by strictly adhering to all West Chicago Park District policies and procedures.
- Prepares annual budget projections, monitors, and evaluates revenue and expenses, provides financial reports, and staffing needs, while making any recommendations for revenue and expenditure adjustments in area of responsibility.
- Recruits, hires, trains, supervises, evaluates, schedules, and terminates subordinate employees.
- Provides quality customer service to other staff, volunteers, and the public.
- Responsible for accident and incident reporting and claims procedures in the required timeframe.
- Assist with program guide development, marketing, and website updates for areas of responsibility.
- Attends seminars, meetings, and conferences to enhance job knowledge.
- Participates in community events as sponsored by the West Chicago Park District and local agencies.
- Ability to exhibit independent decision-making skills.
- Demonstrates enthusiasm and drive with a desire to accomplish Park District and department goals and objectives.
- Demonstrates exceptional decision-making, problem-solving, and safety awareness skills and judgement.
- Exhibits understanding and tact when dealing with internal and external patrons' needs and expectations.
- Represents the West Chicago Park District in a professional manner.
- Promote the West Chicago Park District including, but not limited to patrons, guests, and staff.
- Respond to internal and external phone calls, e-mails, comments, and suggestions in a timely manner.
- Assist in customer service, which includes, but is not limited to addressing customer issues, comments, complaints, and concerns.
- Seasonally and annually evaluate assigned programs, services, and facilities.
- Prepare reports for staff and Board in different communication forms including, but not limited to verbal, written, statistical, and financial.
- Responsible for supervising seasonal and part-time staff by communicating job expectations, job training, coaching duties and responsibilities, performance evaluation, recognition, and discipline.
- Coordinate and work with part-time and volunteer staff.

- Able to recommend the purchase of supplies, materials, and equipment and follow all established procedures for reserving and using District equipment, supplies, room usage and vehicles.
- Demonstrate, lead, support, implement and complete personal, department, and district strategic plan and goals.
- Works with appropriate staff to develop, prepare, maintain, and assist with emergency operation procedures and evacuation plans prior to and during an event.
- Must act as a resource for the Recreation Supervisor they supervise and support their programs and duties and needed.
- Responsible for reviewing and approving employees' timecards, and paid time-off on the Park District systems.
- Supervise staff at Front Desk to include memberships, program registrations, and daily passes.

**Fitness:**

- Develop and implement all Fitness programming including, but not limited to group exercise, community fitness, open gym, etc.
- Develop, update, and implement guidelines for use in ARC Fitness Center.
- Assist the Recreation Supervisor with facility rental and birthday party reservations.
- Work with the Building Specialist and outside vendors for Fitness Center repairs.
- Responsible for working with the Superintendent of Recreation to establish and maintain a fitness equipment plan for maintenance and purchasing.
- Act as the recreation software (RecTrac) on-site expert, maintain proficiency in all software changes and updates, and assist staff in utilizing the software to its fullest potential.
- Serve as a member of the District's Safety Committee.

**Psychological Considerations:**

- Able to work independently in day-to-day operations with general direction from the Superintendent of Recreation.
- Ability to work harmoniously with the public, fellow employees, vendors, suppliers, community groups, and other units of government.
- Ability to maintain self-control and composure in difficult or emergency situations.
- Ability to be flexible and adaptable to new situations.
- Ability to delegate work, where appropriate, to accomplish work most effectively.
- Demonstrate leadership qualities to perform required work.
- Work in a team atmosphere.
- Recognize priorities, multi-task and meet deadlines.
- Ability to receive constructive criticism and/or supervision.

**Physical Considerations:**

- Ability to lift and carry up to 50 pounds.
- Ability to frequently move about with possible prolonged stooping, bending, kneeling, crouching, crawling, twisting, sitting, reaching, or standing for extended periods of time.
- Employee might work both inside and outside during various environmental conditions such as, but not limited to rain, mud, humidity, extremely hot and cold temperatures, exposed to dust, fumes, dirt, noise, and insect bites.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, and effects of working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change: e.g., emergencies, rush jobs, changes in personnel, workload, technological development, etc.

Applications: To apply please print a job application from our website: [www.we-goparks.org](http://www.we-goparks.org) or email

HR@we-goparks.org or fax 630-231-2352 please include Cover Letter and Resume.

**The West Chicago Park District is an Equal Opportunity Employer**