



## **Recreation Software Administrator**

### **Elk Grove Park District**

**Contact Name:** Nick Kapetan

**Contact E-mail:** nkapetan@elkgrovecparks.org

**Contact Phone:** 847-228-3504

**Closing Date:**

**Salary:** \$52,243 - \$61,223

#### **Description:**

Are you a Recreation Software professional with RecTrac or other RMS experience looking to work for an exceptional Park District?

The Elk Grove Park District is looking for you!!

Winner of the Illinois Park and Recreation Association's 2023 Exceptional Workplace Award, the Elk Grove Park District is located in Elk Grove Village, a northwest suburb of Chicago, just 10 minutes from O'Hare International Airport.

We are currently looking for a Full-Time Recreation Software Administrator to join our extraordinary team.

#### **JOB SUMMARY**

In this position your primary function is to oversee, direct, and manage the operation of RecTrac, the District's primary Recreation Management System. Secondly, the RSA's role is to understand, maintain, and improve current registration, facility booking, and membership procedures throughout the district in cooperation with multiple departments and managers. The RSA is responsible for basic end-user training in RecTrac and other I.T. systems, and coordinates intensive uses of various I.T. systems (such as for special events, major registration openings and deadlines, etc). The RSA reports to the Superintendent of I.T. and functions as a primary tech support point of contact for the organization.

#### **Our full-time benefits package includes:**

- Medical Insurance
- Dental Insurance
- Vision Insurance
- FSA Healthcare
- FSA Dependent Care
- Basic Life Insurance
- IMRF Pension (Retirement, Disability, Life)
- 457 Retirement Plan (Security Benefit)
- Paid Vacation, Personal Days, Holidays, and Sick Time

- Free and/or discounted Park District classes, programs, events, and memberships for you and your family
- Employee Assistance Program (EAP)
- Educational assistance/tuition reimbursement
- Employee Service Awards

View full job description and apply online at <https://elkgrovecparks.bamboohr.com/careers/178>  
Elk Grove Park District is an Equal Opportunity Employer