



Recreation Services Manager

Champaign Park District

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Closing Date: 2024-09-29
Salary: 47,000 - 60,000

Description: **Summary**

The *Recreation Services Manager* is responsible for securing sponsorships for events and programs throughout the district, customizing proposals and presentations, revising and servicing contracts, and providing sponsor follow-up and support. In addition, this position supervises the program areas for adult and senior activities, as well as special events. This role involves collaborating closely with Coordinators to innovate and develop new programs and events, while also assessing and enhancing existing offerings.

Qualifications

- Bachelor's Degree in Recreation, Sports, Tourism, or related field, or six (6) years' of experience in the field.
- Must be at least 21 years old.
- Two (2) years of proven experience in recreational programming.
- Two (2) years of proven event management experience.
- Two (2) years of proven experience acquiring sponsorships.
- Certified Parks and Recreation Professional certification preferred.
- Strong organizational and project management skills.
- Excellent interpersonal and communication abilities.
- Demonstrated ability to lead and motivate a team.
- Proficiency in budgeting and financial management.
- Creative and innovative mindset to develop new program and event concepts.
- Computer skills in Microsoft Windows and Microsoft Office Suite or similar programs.
- Demonstrated ability to organize, budget, plan, and implement projects with multiple deadlines.
- Valid driver's license with clean driving record.

Classification

- Exempt, salary
- Full-time

Training –can be obtained through the Champaign Park District

- First Aid, AED, and CPR Certification
- Heads Up Concussion training
- Mandated reporter training
- Harassment prevention training
- Bloodborne pathogen training
- Recreation software system training
- Drivers training and test
- Facility training

Supervision

The *Recreation Services Manager* reports to the Program Manager and supervises both full-time and part-time staff.

Essential Functions

- Follow all Champaign Park District safety policies and perform all work in a manner that ensures the safety of the public, fellow employees, and themselves.
- Demonstrate a high level of professionalism and discretion in all interactions, including maintaining strict confidentiality regarding staff information, communications from supervisors, and conversations with parents or patrons. Uphold the Park District's policies and standards for data privacy and confidentiality at all times.
- Supervise and manage all aspects of adult and senior programs and special events within the Champaign Park District.
- Hire, train, supervise, and evaluate full-time and part-time staff.
- Work closely with Coordinators to create fresh, engaging programs and events that meet the evolving needs and interests of the community.
- Continuously assess the effectiveness and impact of current programs and events, making data-driven improvements as needed.
- Actively seek and secure sponsorships and partnerships to support and enhance the success of programs and events.
- Identify potential sponsors and solicit in-kind requests, schedule and attend meetings with said sponsors, facilitate contract processes (if applicable), maintain relationships, and continue ongoing communications.
- Primary contact for all sponsorships, collaborate with departments within the Park District based on the program's need or sponsorship opportunity.
- Responsible for creating and developing sponsorship packages, and securing sponsorships for the Park District's parks, programs, special events, amenities, and facilities.
- Document and prepare quarterly reports on status of sponsorships, as well as all contacts made to include at a minimum, the date, time, method of contact, person/organization.
- Responsible for work requests, capital improvements, and suggestions for improvements.
- Recommend policy and procedural changes when appropriate.
- Collaborate with Marketing Department to effectively promote and publicize programs and events, maximizing community engagement and attendance.
- Work with Coordinators to develop and manage budgets for programs and events, ensuring financial sustainability and accountability.
- Provide leadership and supervision to program and event staff, fostering a positive work environment and encouraging professional growth.
- Maintain a database of contacts for programs, events, and volunteer efforts.
- Work with Coordinators to develop and create new special events and volunteer opportunities.
- Ability to assume the responsibilities of staff supervised by this position in the event of an absence.
- Maintain records of all applicable recreation programs, activities, facilities, and personnel.

- Plan, implement, and evaluate programs including, but not limited to, trips, festivals, classes, luncheons, chorus, fashion shows, seasonal parties and programs, CU Days, health programs, and family programs.
- Comply with equal opportunity and harassment laws, policies and procedures.
- Other duties as assigned.

Physiological Considerations

- The role may involve working extended hours, especially during special events and program launches. Stamina and endurance are essential for maintaining performance during these times.
- The position may require flexibility in work hours, including evenings or weekends, to accommodate events.
- Capable of lifting supplies and equipment, typically up to 20 pounds, when necessary for job responsibilities.

Environmental Considerations

- The position may require working in a shared office setting, collaborating with colleagues and staff members to plan and coordinate programs and events.
- Events and programs may take place in various environments, including both outdoor parks and indoor facilities, necessitating adaptability to different settings and weather conditions.

The Champaign Park District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or veteran status. We are committed to providing a workplace free from discrimination and harassment of any kind. All employees are required to comply with our equal opportunity and harassment laws, policies, and procedures.