



Recreational Facility Manager - Morgan Park Sports Center ASM Global

Contact Name: Maggie Szot
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Closing Date:
Salary: \$75,000-\$80,000

Description:

POSITION: Recreational Facility Manager -- Full Time - Exempt
FACILITY: Morgan Park Sports Center
REPORTS TO: Assistant Director of Facilities

Summary: Responsible for the daily activities required to operate, maintain, and schedule recreational facility Morgan Park Sports Center by performing the following duties personally or through subordinate supervisors and/or subcontracted services.

ESSENTIAL DUTIES Include the following - other duties may be assigned.

- Serving as the manager on duty, supervising all aspects of the facility, including scheduling staff, coordinating facility schedule and maintaining customer satisfaction.
- Lead regular staff meetings and attend district-wide meeting to keep all levels of employees within the facility apprised of agency business.
- Oversee scheduling and booking of the ice rink, gymnastics facility, and the party room.
- Implement and regulate facility rules, regulations, policies, and procedures, including coordinating facility safety trainings.
- Anticipate problems and appropriate solutions; investigates, analyzes and resolves facility problems and complaints.
- Provide clear, concise, and timely communication of directives to all other departments with guidance from the Assistant Director of Facilities.
- Inform the Director of Operations, Assistant Director of Operations, and Operations Manager on any needed repairs and maintenance of the facility.
- Assure facility cleanliness & readiness as well as proper staffing levels for daily operations and for any special events.
- Order facility supplies as needed.
- Meets with client groups to plan and organize assigned events.
- Solicits new business through, social media, database & advertising campaigns alongside the marketing team.

- Attends appropriate planning, organization and other event and facility meetings in support of the facility management.
- Develop new revenue sources for the facility that maximize the time and space of the venue.
- Oversee the day-to-day activities of all subcontractors in the building.
- Recreational Programming
 - Supervises a staff of four program coordinators
 - Supports and encourages new ideas within the four recreation departments of Morgan Park – gymnastics, wellness, hockey and ice skating
 - Aids in planning, evaluating and directing adequate well-rounded program of recreational offerings to adapted to community preference and needs
 - Works with the Chicago Park District to ensure recreation program offerings are in line with their mission and expectations
 - Create and manages recreation program schedules made up of five 8-week sessions

SUPERVISORY RESPONSIBILITIES

Carry out supervisory responsibilities in accordance with ASM Global's policies. Responsibilities include but are not limited to: overseeing on-site security / front desk, facility cleaning services, concessions, staff schedules and addressing complaints and resolving problems.

EDUCATION & EXPERIENCE

Bachelor's Degree from a college or university with major in Sports Management, Parks and Recreation or similar degree preferred. A minimum of 3 -5 years of management experience is required. Additional experience or military service may be substituted for education. Supervisory experience is required.

QUALIFICATIONS

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

SKILLS

Qualified candidates must display professional appearance, work ethic, and possess strong customer service and organization skills. Must have the ability to prioritize and handle multiple projects simultaneously. Good written, verbal, and interpersonal skills required. Qualified candidate must be able to interact with all levels of staff including management and effectively supervise staff. Knowledge of basic computer skills including but not limited to; Word, Excel, Outlook, Power Point, Activenet, and use of the internet.

OTHER QUALIFICATIONS

This position requires the ability to work flexible hours including nights, weekends, and holidays in addition to normal business hours, as necessitated. Ability to work with limited supervision and as a team member. Knowledge or experience in recreational facility programming preferred. Ability to participate in sports activities / programming associated with a sports center preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to walk extensively; occasionally required to kneel, climb to high walkways or balance. The employees must occasionally lift and/or move up to 50 pounds.

TO APPLY: Only candidates that apply through our online system will be considered. Applicants that need reasonable accommodations to complete the application process may contact: 312-235-7148.

Recruiter: Maggie Szot - HR Manager

Contact: (312)235-7148

Soldier Field

1410 S. Museum Campus Drive

Chicago, IL 60605

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.