



Program Manager

Southeast Association for Special Parks and Recreation (SEASPAR)

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Closing Date: 2025-02-03

Salary: \$56,125 to \$75,935

Description:

Are you a recreation professional looking for rewarding work in a supportive environment? Would you love to expand your horizons with a great team by your side? Then SEASPAR is the place for you!

SEASPAR (the South East Association for Special Parks And Recreation) is a special recreation association providing year-round recreational programs and services to residents with disabilities in the following communities in Illinois: Brookfield, Clarendon Hills, Darien, Downers Grove, Indian Head Park, La Grange, La Grange Park, Lemont, Lisle, Western Springs, Westmont, Willowbrook, and Woodridge. SEASPAR offers year-round programming for all ages and all disabilities, including: weekly social, artistic, cultural, and fitness programs; special events and trips; Special Olympics training; adapted sports; multi-sensory rooms; and much more!

SEASPAR is currently seeking an energetic, creative, and flexible candidate for our Program Manager position, which is responsible for overseeing the coordination and planning of all traditional seasonal programs including but not limited to Youth, Teen & Adult and Athletic programs. The Program Manager also coordinates the maintenance of agency vehicles and provides direct supervision of two Recreation Coordinators.

Main Responsibilities

Assign, supervise and evaluate part-time staff and volunteers to seasonal programs.

Provide seasonal in-service trainings for part-time staff and volunteers working traditional programs to update their knowledge and understanding of supporting SEASPAR participants.

Maintain driver training for seasonal program drivers.

Work with coordinators to manage the day-to-day operations of seasonal programs and staffing assignments.

Work with the Superintendent of Recreation and front office staff to monitor the registration process.

Oversight of vehicle fleet, coordinate maintenance, repairs and documentation of SEASPAR's vehicles with assigned staff.

Essential Functions

Must be able to sit 70% of the workday. Must be able to carry equipment up to 35 lbs. for up to 100 feet, lift equipment/participants up to 50 lbs., and push participants in wheelchairs. Must be able to transfer individuals from wheelchairs to stationary seats, including restroom transfers. Must be able to drive agency vehicles and operate wheelchair lifts and tie-downs. Must have the ability to use telephone, computer programs, and office equipment and access files in cabinets. Must have mobility to move from one facility to another during the workday. Must have regular and predictable on-site attendance.

Work Schedule and Location

The Program Manager primarily works at the main SEASPAR office, located at 4500 Belmont Road in Downers Grove. Frequent travel to program sites is required. Regular office hours are 8:30 a.m.-4:30 p.m. Monday through Friday, but evening and weekend commitments should be expected. Must have regular and predictable on-site attendance.

Compensation

In exchange for your time and talent, this position offers competitive compensation with a salary range of \$56,125 to \$75,935 based on experience and qualifications, in addition to medical, dental, vision, and life insurance, Illinois Municipal Retirement Fund pension plan, medical and dependent flexible spending account, paid time off (including holiday, vacation, personal, and sick), and tuition reimbursement.

FLSA Status: Exempt

To Apply

Visit <https://seaspar.isolvedhire.com/jobs/1397882> to view the full job description and apply online.

SEASPAR is an Equal Opportunity Employer which has been, and will continue to be, a fundamental principle at the agency, which bases employment upon personal capabilities and qualifications without discrimination because of an individual's actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), age, national origin, citizenship status, work authorization status, ancestry, marital status, veteran status, disability, association with a person with a disability, sexual orientation, genetic information, unfavorable discharge from military service or military status, civil union partnership, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other protected characteristic as established by law.

Applicants requiring a reasonable accommodation to participate in the hiring process may contact HR at info@seaspar.org.