



Facility Manager (2) - Triphahn Center and Willow Recreation Center

Hoffman Estates Park District

Contact Name: Kimberly Engler

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Closing Date:

Salary: \$55,000 to \$68,000 DOQ

Description:

Hoffman Estates Park District (HEParks) serves a dynamic community of over 50,000 residents, offering 900 acres of open space and more than 80 parks. In addition to our two recreation centers, we proudly feature the Seascape Family Aquatic Center, an 18-hole golf course with a TopTracer facility, and a state-of-the-art 100,000+ square foot fitness center, The Club. We are committed to providing the very best in park district services and facilities.

HEParks is excited to announce two NEW Facility Manager professional opportunities that will enhance our customer service and provide night-time coverage at our two Recreation Centers: Scott R. Triphahn Community Center and Willow Recreation Center. These unique positions are designed to ensure smooth operations and manage staff in various departments during the busy evening shifts. Our new Evening Managers will be responsible for overseeing the registration desk, managing custodial staff, and coordinating with registrars and part-time desk staff to ensure a positive experience for all.

We are currently seeking two energetic and dedicated professionals to join our team of 78 full-time staff. These individuals will report directly to the Superintendent of Recreation Facilities and Athletics. Both positions come with excellent benefits, including health, vision, and dental insurance, IMRF pension, complimentary programming and facility usage, and much more. Continuing education opportunities are also provided, along with a supportive team atmosphere.

The schedule for these positions will consist of 4 weekdays and one weekend day, with slight variations in hours between the two locations. Below are brief descriptions of each facility and their hours:

The Triphahn Community Center & Ice Arena The Triphahn Community Center & Ice Arena is a vibrant hub for recreation and community activities, open daily. It features the Park District's administrative offices, two NHL-size ice surfaces, a fitness center, indoor track, dance studio, preschool, a 50+ Active Adults Center, gymnasium, and rentable party/meeting rooms. The standard

hours for this position are 2:00 p.m. – 11:00 p.m., four weekdays, including one weekend day. Hours may vary based on the building's closing time and season, as the individual in this role will be responsible for closing the facility during the weekdays worked.

The Willow Recreation Center is a mid-sized community center offering a variety of recreational programs. This is an exciting opportunity to play a key role in the evolution of the center, with renovations planned for Spring 2025. Current facilities include a fitness center, multiple gymnasiums, and spaces for summer camps and daily childcare programs. The standard hours for this position are 12:00 p.m. – 9:00 p.m., four weekdays, including one weekend day. Hours may vary based on the building's closing time and season, as the individual in this role will be responsible for closing the facility during the weekdays worked.

To streamline the application process, please note that one application submission will be considered for both Facility Manager positions. Candidates will be evaluated for both the Triphahn Community Center & Ice Arena and Willow Recreation Center roles, and will be considered for the position that best aligns with their skills and experience.

If you're ready to work second-shift hours and be part of a gold-medal Park District, **Apply Today!** We will promptly interview quality candidates upon receiving their resumes.

The Hoffman Estates Park District is an equal-opportunity employer.

Function

The Facility Manager at Triphahn and the Facility Manager at Willow Recreation Center are responsible for the overall planning, operations, organization, and evaluation of their respective centers.

Supervision Received

The Triphahn and Willow Facility Manager will report directly to the Superintendent of Recreation Facilities and Athletics.

Experience

A minimum of 3 plus years in facility management experience. Experience with RecTrac software is desirable.

Education

Bachelor's Degree preferred
High School Diploma required

Hiring Range

\$55,000-\$68,000

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