



Recreation Program Manager

Palatine Park District

Contact Name: Dayell Houzenga

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Closing Date: 2025-02-21

Salary: \$70,000-\$80,000

Description:

Palatine Park District is seeking a dynamic, creative, and experienced Manager to lead our Recreation programs and services including Special events, early childhood, camps, gymnastics and cheer. Our goal is to enhance the already successful program areas with fresh and innovative ideas to continue to provide excellent programming to the community. This position will provide leadership to the recreation Coordinators ensuring quality programming and operations. The right candidate should be a strong leader and problem solver, have excellent communication skills and lead with positivity, flexibility and adaptability.

ESSENTIAL FUNCTIONS

- Oversee the development and implementation of a comprehensive range of recreational programs, classes, workshops, to meet the diverse needs and interests of the community.
- Research industry trends, community demographics, and participant feedback to identify program gaps and opportunities for growth.
- Support Recreation Coordinators with all aspects of program logistics, including scheduling, staffing, facility reservations, equipment procurement, and participant registration.
- Provides guidance, training, and support to ensure program/events, participant, and employee success.
- Continuously review and analyze operating data (e.g., attendance, revenue, expenditures, maintenance, and marketing) to increase quality, develop efficiencies, maximize safety, reduce costs, and improve overall operations.
- Develop, manage, and track program budgets, monitor expenditures, revenue generation, and cost-saving opportunities, while making necessary adjustments to optimize resource utilization and ensure fiscal responsibility in alignment with departmental goals and objectives.
- Manage direct reports including hiring, training, supervision, discipline motivations, and evaluation.
- Manage timecards, payroll, and employee records in conjunction with Human Resources and HR policies.

- Oversee program and/or event contracts and agreements; confirm proper documents are received and meet the District's contractual and insurance specifications to ensure the terms of the contract are being followed; coordinate internal efforts in accordance with the contract terms to meet service needs.
- Review all programs in RecTrac within area of oversight to ensure accuracy.
- Utilize ePact to review, monitor, and update all medical and program forms within immediate area of supervision.
- Implement and/or assist with special programs and district-wide projects, including but not limited to, school break camps, annual special events draft, program t-shirt bid and ordering, staff appreciation and other events.
- Responsible for knowing and adhering to the Park District safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards immediately to the Superintendent of Recreation Programming or Risk Manager. Initiate corrective action when a hazard exists.
- Perform other duties as assigned.

EDUCATION, EXPERIENCE, AND TRAINING

- Bachelor's Degree in Parks and Recreation or related field with equivalent experience preferred.
- Three (3) to five (5) years of experience coordinating recreation programs.
- Three (3) to five (5) years of previous management and supervision experience.
- Certified Park and Recreation Professional (CPRP) preferred.
- Valid State of Illinois Class "D" driver's license.
- Attain (within six (6) months of employment) and maintain valid Adult & Child CPR/AED certification.

TO APPLY:

Visit Our Website: <https://www.palatineparks.org/employment-opportunities/>