



## **Full-Time Family Recreation Center Facility Manager** Oak Brook Park District

**Contact Name:** Valerie Louthan

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**Contact Phone:** 630-645-9534

**Closing Date:**

**Salary:** \$59,500-\$64,000

### **Description:**

Are you the MacGyver of membership? The wizard of customer service? The guru of good vibes in a well-kept space? If so, we want YOU as our Facility Manager!

Under the direction of the Superintendent of Facilities, the Family Recreation Center (FRC) Facility Manager is responsible for overseeing registration software, facility reservations, and directly managing the service desk and membership operations for the Park District. **This position also serves as the primary supervisor for evening and weekend hours.**

The FRC Facility Manager reports to the Superintendent of Facilities. The FRC Facility Manager directly oversees the Lead Customer Service Representative and the Service Desk Team.

### **Apply online!**

### **HOURS:**

The FRC Facility Manager is a full-time position working a minimum of 40 hours per week, including a half-hour unpaid lunch. The scheduled work hours for this position include weekdays, evenings and weekends.

### **Education, Experience & Training:**

- Bachelor's degree from an accredited university in Facility Management, Parks and Recreation or related field or equivalent work experience in facility management.
- A minimum of four (4) years of experience in facility management and customer service preferred.
- Certified Park and Recreation Professional preferred or ability to become certified by passing the CPRP exam.
- Experience in the development of an annual budget and payroll administration preferred.
- Current CPR/AED first aid certification is required or training provided by the Park District.
- Valid Illinois Driver's License.

THE OAK BROOK PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the Park District is governed on the basis of merit, competence and qualifications and will not be

influenced in any manner by race, age, color, sex, religion, veteran status, national origin, sexual orientation, disability or any other legally protected status. Those applicants requiring reasonable accommodation to the application and/or interview process should notify Mike Contreras, ADA coordinator, at (630) 645-9527 or [mcontreras@obparks.org](mailto:mcontreras@obparks.org)  
Bilingual Candidates Encouraged to Apply.

**Benefits Include:**

Medical, Dental, and Vision coverage  
Life Insurance (basic & voluntary additional coverage)  
IMRF Defined Benefit Pension  
Short- and Long-Term Disability (IMRF)  
457 Defined Contribution Plans  
Medical and Childcare Flexible Spending Accounts  
Paid Time Off (sick, vacation, and personal time)  
Paid Family Leave  
Tuition Reimbursement  
Park District Membership, Program and Rental Discounts