



RiverPlex General Manager

Pleasure Driveway & P.D. of Peoria

Contact Name: David Gray

Contact E-mail: dgray@peoriaparks.org

Contact Phone: 309-681-2823

Closing Date:

Salary: 78000 - 85000

Description:

Duties: Under the administrative direction of the Superintendent of Recreation, the RiverPlex General Manager will be responsible for:

- Overseeing the effective and efficient management of operations at the RiverPlex.
- Developing and implementing programming strategies, planning, developing, and evaluating fitness and recreational programs and activities for the facility, setting goals for performance, and reporting on these at least annually to PPD leadership.
- Managing the overall member experience to ensure it is positive, engaging, and consistent with industry best practices.
- Personalizing the PPD patron service expectations for staff to the RiverPlex and establishing expectations that prioritize and maintain an excellent customer service program, promoting a team-based and positive environment throughout all facility operations.
- Collaborating and coordinating programming and services at the RiverPlex with leadership at the Greater Peoria Family YMCA as part of the contracted relationship between the two entities. Fostering high quality and frequent communication by and between RiverPlex and YMCA staff at all levels.
- Overseeing and coordinating financial resources for the RiverPlex, including annual budgets, cost control, revenue strategies, variance analysis, budget management, monitoring expenditures, and preparing financial reports.
- Developing, in collaboration with the PPD Marketing staff and the Greater Peoria Family YMCA, marketing strategies for the RiverPlex's programs and services, including newsletter, membership initiatives, and corporate partnerships.
- Managing human resources at the RiverPlex, including interviewing, hiring, training, performance evaluations, and discipline in coordination with the PPD Human Resource Department.
- Ensuring exemplary facility standards for cleanliness, appearance, and maintenance are met.
- Ensuring a safe work environment, adhering to risk management guidelines consistent with PPD standards.
- Recommending and enforcing policies and procedures; ensuring consistent communication and administration for all employees.
- Suggesting long-range capital improvements and equipment purchases.
- Preparing and updating facility operation, safety, and program manuals as necessary.

- Following all safety procedures that pertain to the duties performed. Supporting all aspects of the Park District's safety program.
- Performing all other duties as assigned.

Essential Functions: The work requires periodic physical exertion in handling supplies, equipment, and materials relative to the services rendered. Prolonged standing, bending, and stooping, and the ability to lift and carry up to 50 pounds each leg of a repetitive unloading/reloading process is required on a periodic basis. The programmed activities involve risks which are typically associated with recreation/fitness facility maintenance and associated special events, thus requiring normal safety precautions typical of the recreation/fitness industry. Exposure to power equipment, chemicals, and various hand tools, may be periodically required.

Qualifications

Education: A bachelor's degree is required, a master's degree is preferred with a major in Recreation Management, Sports Management, or related field. Although a degree is preferred, extensive experience in a similar position with similar duties and responsibilities may be substituted for all or part of the educational requirement.

Experience: Requires a minimum of four years of direct managerial experience in recreational/fitness facility and programming operations.

Knowledge and Ability:

- Understanding of the principles behind high-quality fitness and recreational programming, customer service, inter-staff cooperation, and facility maintenance.
- Ability to collaborate effectively with community, public, and private representatives to promote a positive image of the Peoria Park District (PPD), OSF Saint Francis Medical Center (OSF), and Greater Peoria YMCA, fostering respect and appreciation for their facilities and programs.
- Strong interpersonal skills to work harmoniously with the public and colleagues in an enthusiastic, cooperative, and productive manner.
- Ability to train, supervise, motivate, and evaluate employees.
- Excellent verbal and written communication skills.
- Basic knowledge of promotional techniques and the ability to implement them effectively.
- Basic computer proficiency in billing, membership, programming, and scheduling systems.
- Ability to be professional, respectful, accountable, innovative, to follow safety procedures, and be equitable to all customers.
- Personal: Work record that shows reliability, initiative, tact, and resourcefulness.

Benefits and Perks:

- Paid sick days, vacation days and holidays.
- Longevity bonus program and wellness program.
- Pension and retirement programs and Social Security participating.
- Exceptional health plan.
- Paid Life Insurance.
- Disability Insurance.
- Full-time employees and dependents enjoy discounted recreation classes and free admission to select Park District facilities.

The Peoria Park District hires without regard to race, color, religion, sex, age, national origin, citizenship status, ancestry, sexual orientation, marital status, disability, pregnancy, military status or unfavorable discharge from military service, protected veteran status or on the basis of any characteristic protected by law.

All qualified individuals are encouraged to apply.
AN EQUAL OPPORTUNITY EMPLOYER.