



Facility Manager

Bolingbrook Park District

Contact Name: Anthony Morelli

Contact E-mail: amorelli@bolingbrookparks.org

Contact Phone: 630-739-0272

Closing Date: 2025-05-08

Salary: \$62,725-\$64,000.

Description:

JOB SUMMARY

Under the direction and supervision of the Superintendent of Recreation, the Facility Manager is responsible for security, customer service, and cleanliness of both Bolingbrook Park District community centers: Annerino Community Center (ACC) and or Bolingbrook Recreation and Aquatic Complex (BRAC). Responsible for facility staff, rentals, and open play activities at ACC and BRAC.

BENEFITS

Full Time employees, and family members living in their household, receive a FREE membership to our Lifestyles Fitness Center and the Pelican Harbor Aquatic Park.

Full Time employees, and their family members living in their household, receive 50% discount on eligible programs.

Participation in our mandatory pension fund with IMRF-Illinois Municipal Retirement Fund.

Life insurance paid by the park district.

Optional Medical, Dental, and Vision insurance from 5% to 15% of cost, depending on selections.

Paid Vacation, Sick, and Personal Time (PT for Hourly staff only).

10 Paid Holidays (includes 1 floating holiday)Optional Supplemental Insurances: Life, Accident, Critical Care, Cancer, Hospital, and Whole Life available during open enrollment.

FSA Healthcare & Dependent Care

457 Retirement Plan (Security Benefits Group & Nationwide)Free CPR/AED Training & Certification.

Employee Recognition Program

Access to Employee Self-Service Payroll & Timekeeping portals.

EDUCATION, EXPERIENCE & TRAINING

Bachelor's degree in Recreation and Parks, Administration, Facility Operations/Logistics, or related field.

At least 5 years of responsible administrative and supervisory experience in public recreation and parks.

At least 3 year of Customer Service experience

Must be able to lift and carry 50 lbs. for 25 yards

CPRP preferred.

CPR/AED/First Aid Instructor Certified or ability to obtain in sixth months
Must have a car and valid driver's license.

KNOWLEDGE, SKILLS & ABILITIES

Ability to recognize public safety concerns and the initiative to act upon them to ensure a safe environment

Familiarity with sports, facility, and fitness equipment and its care

Ability to work independently with minimal supervision

Ability to learn and understand emergency paging system in accordance with Emergency Action Plan

Ability to learn security surveillance software

Ability to establish a positive rapport by using tact and discretion with patrons and staff

Basic understanding of Microsoft Office and recreation processing software

Knowledge of basic cleaning practices and safety measures of using these products

DUTIES AND RESPONSIBILITIES

Essential Duties:

Review, analyze, and prepare budgets as well as plan, organize and implement all operations for ACC and BRAC

Recruit, hire, train, support, manage, and provide disciplinary action for all full time and part time staff

Direct supervision of BRAC staff, meet frequently with staff to create an environment of success, as well as make schedules based on programming

Provide overall supervision of the ACC and BRAC to ensure all programs and events are running smoothly and that guests are served beyond their expectations.

Gain knowledge and understanding of all Bolingbrook Park District policies and procedures and ensure that they are adhered to at all times by staff

Responsible for the opening and closing of facilities by training staff to disable and enable facility security alarm systems every day of year

Responsible for the ACC and BRAC rentals and open play activities

Train all staff and hold them accountable to act as the facility lead when an Emergency Action Plan is implemented, complete all required paperwork, and contact supervisor immediately following emergency situation

Train all staff and hold them accountable for the cleanliness of building, facility/room set ups, meeting customer needs, and opening/closing facilities properly with safety in mind.

Abide by the Bolingbrook Park District dress code for your area

Perform all job tasks within the rules and guidelines of the Park District's safety program.

Work as a team player with co-workers and in conjunction with other departments

Marginal Duties:

Document all required safety duties including AED inspections

Document and ensure all facility first aid kits are properly stocked with non-expired items

Assist local law enforcement with review of video surveillance as requested

Remove outdated items from Kiosk, bulletin board and other displays

Attend all required staff meetings and training as directed by supervisor

Perform all related duties as assigned by supervisor

PHYSICAL REQUIREMENTS

Walking: to move through facility

Seeing: to monitor facility and find equipment for cleaning, to work at computer and read instructions

Sitting: to work at a computer

Talking / Hearing: to communicate with staff and guests

Reaching: to clean equipment and building

Stooping: to clean equipment and building

Pulling: to move furniture/equipment and to sweep floor

Pushing: to move furniture/equipment; to sweep and vacuum; to use cleaning cart

Lifting: to move furniture/equipment

Climbing: to use ladder to reach equipment with 3 points of contact; to climb stairs when needed

COGNITIVE CONSIDERATIONS

Must have the ability to read, write and organize materials.

Must be able to relate to people in a professional manner.

Must have the ability to remain focused and possess good problem solving skills despite internal and external distractions.

Must be able to recognize safety hazards and exhibit good safety awareness and judgment.

FSLA

This is a full time, salary, exempt position.

IMRF

This position is required to participate in the Illinois Municipal Retirement Fund

HOURS

The facility is open 7 days a week and this position is expected to invest the time necessary to produce exceptional results. This includes one weekend per month as well as flexing office hours to promote interactions with facility staff on all shifts. Hours include coverage of staff and district functions on select nights and weekends. Hours are set by the Superintendent of Recreation.