



## **Recreation Program Manager**

### **Lindenhurst Park District**

**Contact Name:** Jake Kohler

**Contact E-mail:** [jkohler@lindenhurstparks.org](mailto:jkohler@lindenhurstparks.org)

**Contact Phone:** 847-356-6011

**Closing Date:**

**Salary:** \$49,675 - \$66,402

#### **Description:**

The Lindenhurst Park District is excited to announce an opening for the position of Recreation Program Manager!

#### **About the Role:**

In this role, and under the administrative direction of the Director of Recreation, you will be responsible for the development, administration and coordination of early childhood programs, Engle Junction Preschool/Enrichment, Before and After School Program, Days Off care, Camp Exploration and other assigned camps, programs, and/or events.

#### **Key Responsibilities:**

- Plan, direct, implement and evaluate early childhood programs, Engle Junction Preschool/Enrichment, Before and After School Program, Days Off Care, Camp Exploration and other assigned camps, programs and/or events
- Recommend the addition to or modification of existing programs, events, and classes
- Recruit, hire, train, schedule, and evaluate staff for programs and events
- Responsible for development, execution, and management of all programs, events, and annual budget within area of responsibility in accordance with Park District policies and procedures
- Responsible for collaborating with the Director of Marketing and Communications on the annual marketing plan for operating areas, submit brochure content, and monitor website for accuracy
- Work with school districts and affiliate groups to secure facility use as needed
- Responsible for purchasing inventory of supplies, and reconciliation in accordance with Park District policies and procedures

#### **Key Qualifications:**

- Bachelor's degree from a recognized/accredited college or university in recreation or related field with at least six months experience in recreation
- A valid Illinois or Wisconsin driver's license is required
- Certified Parks and Recreation Professional preferred
- CPR/AED Certification within six months of hire
- Preference will be given to an individual with experience in early childhood programs, preschool, before and after school care, day camps and/or special events

#### **How to Apply:**

Interested applicants should submit a resume, cover letter and list of references to Jake Kohler, Director of Finance and Personnel, [jkohler@lindenhurstparks.org](mailto:jkohler@lindenhurstparks.org).

Interviews for qualified candidates will begin right away. No phone calls please. Job description available upon request.

Don't miss this opportunity to join a dynamic park district where you will make a difference every day! We look forward to hearing from you!