



## **FT ASFC Assistant Facility Manager - Programming**

### **Glen Ellyn Park District**

**Contact Name:** Brad Thomas

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**Contact Phone:** 630-317-0134

**Closing Date:**

**Salary:** \$55,000/yr.+ DOQ

#### **Description:**

Do you have a passion for recreation and athletics programming combined with facility management and event planning? Are you energetic, creative, and innovative with a desire to grow and expand our current offerings? Ackerman Sports & Fitness Center is our biggest and busiest facility, so things are always buzzing! You'll oversee our Sports & Fun Summer Camp along with a variety of other programs and plan and execute various special events throughout the year. From Tots to Active Adults through a multitude of program areas you'll improve and impact the quality of life of our residents and create lasting memories for years to come! We've got something for everyone, so come join our Team!

**Hours:** Generally, Monday – Friday 8:30 am – 5:00 pm with some evening and weekend work as needed.

**Location:** Ackerman Sports & Fitness Center, 800 St. Charles Rd., Glen Ellyn, IL 60137

#### **JOB SUMMARY:**

Under the direction and supervision of the ASFC Facility Manager, the Asst. Facility Manager of Programming is primarily responsible for scheduling and staffing programs, camps and special events offered through Ackerman SFC. Responsibilities include customer service, staffing, scheduling, program development, organizing, budgeting, publicizing, and safety of all assigned areas, programs, special events, and other services to promote health and fitness, and additional recreation opportunities to members and the community. Current programming includes various instructional classes, camps, and special events that are subject to change as the interests and needs of the community change and evolve.

Camps include: Sports & Fun Summer Camp, Princess Camp, Lightsaber Camp, Creative Play Makers and Day Off School Camps.

Programs include: Flag Football, Tot Sports, Tails and Tales, Kids Night Out and Tween Nights and Senior and Family Bingo Nights.

Special Events include: Glow Run and Kids Color Run, Haunted Trail, Sports & Fun with Santa, Hopper Cottontail Easter Party, Ackerman Arcade Night, Bags & Brews, Home Run Derby and more.

This position will require building positive relationships with local businesses and vendors to promote impactful community partnerships. Serving as a member of the ASFC facility management team and

within an inclusive and team-oriented environment, this position is the primary scheduler for ASFC staff including Front Desk, MODs, Fitness Attendants/Custodians and Birthday Party Hosts in collaboration with the Asst. Manager of Fitness. Other shared duties and opportunities include facility management, program administration, instruction and budgeting, public relations/marketing including updating playbooks, staff training and performance management, purchasing and inventory management, and other duties as assigned. Lastly, the Assistant Manager is a member of the ASFC leadership team and is expected to be knowledgeable and engaged in all facets of facility operations including customer satisfaction, general cleaning and building maintenance, and safety and security under the direction of the Facility Manager. This position will serve as Manager on Duty for assigned shifts and in the absence of the Facility Manager. This is an at-will position.

### **EDUCATION, EXPERIENCE, AND TRAINING:**

- The ideal candidate will be self-motivated, resourceful, creative, and have an outgoing personality.
- A bachelor's degree from an accredited college or university in Recreation, Sports & Leisure Studies or a related field is required, or an equivalent combination of related experience and training.
- At least 3 years of leadership/supervisory experience is preferred with other facility management and/or recreation experience highly desired.
- Experience and understanding of recreation administration and programming, customer service, personnel procedures, and safety protocols are preferred.
- Interest and experience in Athletics, Camps, and Special Events Planning is preferred.
- Results-oriented with interest and experience in developing and expanding programming in various areas to fill gaps and create niches is highly desired.
- Strong computer skills with proficiency in Microsoft Office is required, with recreation management software knowledge and aptitude to learn and use other systems/applications. ActiveNet and WhenToWork experience is a plus.
- Requires strong customer service and communication skills in both verbal and written format.
- Previous facility management experience is desired and helpful, with the ability to respond calmly and effectively under pressure and in difficult situations.
- Effective problem solving, analytical, and budgeting skills with a desire to explore/expand revenue generation and alternate funding options.
- Highly organized with attention to detail and the capacity to be flexible, multi-task and manage multiple projects and deadlines with shifting priorities in a busy, fast-paced environment.
- Possess strong safety awareness and utilize sound judgment in all aspects of this position.
- Capacity to work independently and as part of a team is essential.
- Professional and approachable with a record of building lasting relationships and partnerships with staff, members, local schools, and community groups and services.
- CPR/AED/First Aid certified or capacity to receive within 3 months of hire.
- Mandated Reporter Certification is required or must obtain within 3 months of hire.
- Certified Parks & Recreation Professional (CPRP) designation or other related professional certification is preferred.
- Available to work a flexible schedule including evenings and weekends to monitor operations, run or support special events, etc.
- Must have a valid IL Driver's License and reliable transportation to and from work.
- Local resident and/or familiarity with the Glen Ellyn community is a plus.

### **BENEFITS WE OFFER:**

- Health Insurance (HMO or PPO medical option), dental, vision, and prescription coverage following 30 days of employment. Employee contribution for HMO is 8% and PPO is 13% while the District pays the remainder.

- Pension/Defined Benefit Plan (IL Municipal Retirement Fund) with disability benefits following one year of enrollment.
- Flexible Spending Account with Medical and Dependent Care pre-tax payroll deductions.
- Employer Paid Life Insurance with additional voluntary options as well.
- Paid Time Off - including vacation, sick leave, 9 holidays, and 4\* floating holidays. (*\*prorated first year*)
- Four weeks of paid Paternity/Family Care Leave following one year of FT employment.
- Free Fitness Membership & Wellness Programs with discounts on recreation programs and events.
- Employee Assistance Program for employees and immediate family members.
- Professional Membership and Development opportunities.
- Recognition Incentives throughout the year and potential for year-end bonus.
- Tuition Reimbursement Program eligibility following one year of employment.
- Refer a friend that is hired, and both receive \$50 after 30 days of employment in good standing.

***To apply, please complete an online application at:***

<https://gepark.bamboohr.com/careers/131?source=aWQ9Mjl%3D>

***and include a resume and cover letter with your application. For questions, please contact Brad Thomas, ASFC Facility Manager, at [bthomas@gepark.org](mailto:bthomas@gepark.org) or (630) 317-0134. Thank you!***

***The Glen Ellyn Park District is a local governmental agency serving all residents of the Village of Glen Ellyn and portions of neighboring communities. It provides a wide range of recreational services, athletics, and leisure activities to its citizens, with opportunities for all ages and abilities. We are an Equal Opportunity Employer, and our mission is to “foster diverse, community-based leisure opportunities through a harmonious blend of quality recreation programs, facilities, and open space which will enhance the quality of life into the future.” We welcome you to apply to become a part of our great TEAM!***