



## **Human Resources & Risk Manager**

Glen Ellyn Park District

**Contact Name:** Nicholas Cinquegrani

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**Contact Phone:** 630-858-2462

**Closing Date:**

**Salary:** 80,000 + DOQ

### **Description:**

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

**Location:** Spring Avenue Recreation Center, 185 Spring Avenue, Glen Ellyn, IL 60137

**Salary:** \$80,000+/yr. depending on qualifications

### **JOB SUMMARY:**

Under the direction and supervision of the Deputy Executive Director, the primary responsibilities include managing day-to-day HR and safety functions such as recruitment, new hire processing, policy development and compliance, employee relations, performance management, benefits administration, job descriptions, compensation recommendations, training, risk management, accident reporting, and worker's compensation. Additional duties include managing the HRIS platform, monitoring employment law changes, conducting background checks, handling unemployment claims, assisting with recognition programs, and other administrative tasks as needed. The role requires initiative, independent judgment, and discretion in staff and candidate communication, as well as public interactions related to accidents and claims. This at-will position demands accuracy, confidentiality, anticipatory action, and independence in handling complex administrative details.

### **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 Psychology, Human Resources, or a related field is required, or an equivalent combination of related experience and training.
- At least 5 years in HR, preferably in a Park District or government setting, with expertise in employment law, recruiting, benefits, training, compensation, and compliance experience highly desired.
- Familiarity with PDRMA safety protocols, claims reporting, and worker's compensation is preferred.
- Must have strong communication, customer service, organizational, and computer skills, with proficiency in MS Office and the ability to learn new systems.
- Attention to detail, integrity, and the ability to work independently are essential.
- CPR/First Aid certification required within 6 months of hire.

- Primarily onsite role with occasional remote work as needed.
- Must have a valid IL Driver's License and reliable transportation to and from work.

#### **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.

***To apply, please complete an online application and include a resume and cover letter with your application. For questions, please contact Nicholas Cinquegrani, Deputy Executive Director, at [ncinquegrani@gepark.org](mailto:ncinquegrani@gepark.org). 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!***

<https://gepark.bamboohr.com/careers/132?source=aWQ9MjI%3D>