



## **Recreation Manager - Athletics**

### **Oak Brook Park District**

**Contact Name:** Brian DeWolf

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**Contact Phone:** 630-645-9529

**Closing Date:** 2025-07-03

**Salary:** \$59,425 - \$66,860 (DOQ)

#### **Description:**

**Full-Time, Exempt**

**Number of Openings:** 1

**Salary Range:** \$59,425-\$66,860 (DOQ)

Our CAPRA and Distinguished Agency-accredited, NRPA Gold Medal, and IPRA Champions for Change award-winning agency is seeking a dynamic and experienced professional to serve as the Recreation Manager - Athletics. The Recreation Manager - Athletics is responsible for managing and overseeing youth and adult athletic programs, athletic camps, outdoor field rentals, and pavilion rentals. The Recreation Manager - Athletics will supervise all staff required to maintain these programs & rentals, including an Athletic Coordinator. This position will work cooperatively with the Parks Department to maintain field and rental schedules.

The Recreation Manager - Athletics directly reports to the Superintendent of Recreation. The Recreation Manager - Athletics is responsible for directly supervising program staff, instructors, contract programs, special events, field, and general recreation staff.

#### **APPLY ONLINE!**

#### **ESSENTIAL JOB DUTIES:**

- Prepare board reports, and supporting documentation for board and/or committee meetings.
- Communicate with the Superintendent of Recreation regularly on Park District matters.
- Assist in maintaining fiscal control of Recreation Department budget in areas of athletics, special events, rentals, and all general programs.
- Plan and prepare performance appraisals.
- Recruit and select the employment of Park District personnel.
- Develop, coordinate, and evaluate new and existing programs.
- Directly supervise all athletic programs.
- Oversee the purchase of program supplies.
- Work with the Superintendent of Facilities and Custodial Staff to schedule the appropriate setup for events, facilities and programs.
- Demonstrate exceptional customer service skills in all communications.
- Work with the Superintendent of Marketing and Communications to effectively market all programs and facilities.

- Develop and submit seasonal brochure copy.
- Participate in Special Events as assigned.
- Prepare payroll for all staff directly reporting to this position.
- Program, administer, and assist in the execution of the Pink 5k, Kid's Triathlon, and additional special events as needed.
- Perform other duties as assigned by the Executive Director, Director of Recreation and Communications or Superintendent of Recreation.
- Schedule all field and pavilion rentals. Work with the Superintendent of Parks to schedule appropriate setups for events and fields. Report all field maintenance issues to the Superintendent of Parks.
- Become trained on all field maintenance equipment.
- Focus on welcoming diversity, encouraging inclusion, and creating equity for all.
- Support the District's safety initiative, including adhering to policies and procedures, performing your job in a safe manner, attending required training, seeking additional training as needed, training and coaching your staff, promptly investigating and reporting accidents/incidents, and proactively addressing hazards in the workplace.

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

Bachelor's degree in Parks and Recreation or related field, and a minimum of 3 years of experience in Recreation programming. Basic knowledge of Microsoft operating systems and experience with Active Network software are preferred. A valid Illinois Driver's License is required. Ability to become a Certified Park and Recreation Professional (CPRP) by taking the CPRP exam. CPR/AED certification is required, and training will be provided by the Park District.

THE OAK BROOK PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the Park District is governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, age, color, sex, religion, veteran status, national origin, sexual orientation, disability or any other legally protected status. Those applicants requiring reasonable accommodation to the application and/or interview process should notify our ADA coordinator at (630) 645-9529.

Bilingual Candidates Encouraged to Apply.

#### **Benefits Include:**

Medical, Dental, and Vision coverage  
 Life Insurance (basic & voluntary additional coverage)  
 IMRF Defined Benefit Pension  
 Short- and Long-Term Disability (IMRF)  
 457 Defined Contribution Plans  
 Medical and Childcare Flexible Spending Accounts  
 Paid Time Off (sick, vacation, and personal time)  
 Paid Family Leave  
 Tuition Reimbursement  
 Park District Membership, Program, and Rental Discounts