



Red Oak Nature Center Facility Manager

Fox Valley Park District

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Closing Date: 2025-07-27
Salary: \$64,300 - \$79,089 DOQ

Description:

The Fox Valley Park District is a dynamic and growing park district that serves a diverse population of more than 236,000 people. Recognized as an Illinois Distinguished Agency, Fox Valley holds the nation's highest honor as a National Gold medal Award winner for excellence in park and recreation management. Serving the communities of Aurora, Montgomery, and North Aurora, the District maintains 171 parks and 48 miles of inter-connected regional trails amid 2,500 acres of parkland. connected by the Fox River, our communities are tied together with the District's commitment to promote vibrant, healthy lifestyles through fun and safe recreation opportunities that are environmentally and fiscally responsible. The Fox Valley Park District....Where Fun Begins!

JOB SUMMARY

Under the direction and supervision of the Recreation Superintendent, the Red Oak Facility Manager is responsible for overall program management and operation of Red Oak Nature Center, The Wilds, and the Red Oak Campus, including the development, presentation and evaluation of all programs. This position is also responsible for overseeing the management of the Red Oak Nature Center including planning, budgeting, publicizing, staffing, scheduling and ensuring the safety of all personnel, programs, special events, and other services associated with Red Oak. The Manager is responsible for providing financial reports and evaluation/analysis as related to programs, research of potential programs and any correspondence needed. Other duties include but are not limited to: updating brochure, public relations including news releases, program management, class instruction, staff training, and oversight of the care of all animals and exhibits. This is an at- will position.

EDUCATION, EXPERIENCE AND TRAINING

Bachelor's degree in Conservation Education, Natural or Environmental Science, Recreation or related field is required. At least five years' experience with program development, interpretation and/or education and at least two years of supervisory and management experience in a similar setting. Certified Interpretive Guide and/or Certified Parks & Recreation Professional preferred. Familiarity with Illinois State Standards and the Next Generation Science Standards preferred. Experience and understanding of park and recreation administration, supervision, personnel procedures, safety and program planning is required. A strong interest in natural history with a commitment to the environment is essential. Effective leadership skills with strong

facilitation/presentation skills required. Enthusiastic, friendly, and prior experience working with children required. Excellent customer service skills with strong communication skills both verbally and written format. Must have attention to detail and the ability to multi-task. Experience with budget management and generating revenue is required. Solid computer skills in MS Office Suite and database applications with the aptitude to learn other systems. Experience with RecTrac Recreation Registration software a plus. CPR/AED/First Aid certification required or ability to attain within two months. Must have a valid Illinois driver's license and provide own transportation.

Interested applicants should apply online at: <https://www.foxvalleyparkdistrict.org/about-us/employment/>