



Athletic Facilities Manager

Wheeling Park District

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Closing Date:

Salary: \$62,000 - \$67,000

Description:

Job Title: Athletic Facilities Manager

Job Status: Full Time – Exempt

Division: Park and Recreation Services

Primary Work Location: Community Recreation Center

Reports To: Superintendent of Recreation Facilities

Supervisory Responsibility: None

Position Summary

The Athletic Facilities Manager is responsible for organizing, budgeting, promoting, overseeing, managing and programming at the Heritage Park Sports Complex. Responsible for all Wheeling Park District Athletic field and gym rentals. Works in cooperation with School District 21 and Wheeling High School on partnerships and shared use of facilities. Responsible for managing, budgeting, ordering, and inventory for the Heritage Park Sports Complex Concession Stand. Responsible for all operational, managerial and risk management processes at the Agency's athletic facilities. The Athletic Facilities Manager also works closely with the Superintendent of Parks and Facility Services to coordinate all activities scheduled at the Wheeling Park District Grass, Dirt, and Turf Fields.

Essential Job Duties

- Manages the operation and scheduling of the Heritage Park Sports Complex including recruiting and hosting regional tournaments and activities.
- Organizes, implements and evaluates a comprehensive selection of athletic programs, events and activities designed to meet the needs of the community.
- Maintain records of operational facility usage and required appropriate documents; business license, liquor license, state inspections and reports, staff training, and staff certifications.
- Maintains appropriate inventory and supply for concession operations at the Heritage Park Sports Complex. This includes working with contractors and vendors to maintain equipment and supplies.

- Recruits, hires, trains, supervises, terminates, schedules and evaluates all staff for facility operations, volunteers, and instructors.
- Manages athletic fields and gym scheduling for the entire district including usage of Wheeling High School and School District 21 spaces. Collaborates with other program managers and supervisors to ensure the gym space is properly reserved and available for district programs, contractual services, and rentals.
- Develops and maintains cooperative relationships with affiliated groups and community organizations.
- Provide leadership to staff to ensure communication of facility information.
- Analyzes and evaluates financial data, usage, industry trends and customer satisfaction.
- Prepares annual budget projections and monitors revenue and expenses in areas of responsibility.
- Prepares monthly board reports, bi-weekly payroll, program evaluations, annual reports, and any special reports requested by the Superintendent of Programs and Facilities.
- Prepares marketing and promotional information in cooperation with the marketing staff.
- Works cooperatively with Risk Management and conducts required training and safety programs as established and recognized by the Wheeling Park District.
- Evaluates the effectiveness of existing facility operations and submits recommendations for program development, changes and pricing structure to the Superintendent of Recreation Facilities.
- Maintains required records of programs and facilities, fees and participation statistics as required.
- Performs the job safely and in compliance with Park District policies, procedures, work and safety rules.
- Works with Facility Maintenance staff to ensure safe, productive and efficient operations.
- Utilizes district's computer software and systems applicable to area.
- Ensures goals are being met within area of responsibility as well as being a productive team member to achieve division and department goals.
- Supports and exhibits the organizational values of respect, communication, integrity, innovation, recognition and appreciation, continuous learning, fun, empowerment and people.
- Must support and demonstrate organizational values and quality standards of the Wheeling Park District.

Position Requirements

Graduate of a college or university accredited by the U.S. Department of Education with a Bachelor's Degree in recreation or closely related field; a minimum of five (5) years of full-time related experience and a minimum of two (2) years of supervisory or administrative experience required in athletic program and facility management; or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Skills and Abilities

- Demonstrate consistent attendance and on-time arrival.
- A valid Illinois driver's license is required.
- Must be able to read, write and speak in English.
- CPR/AED certification or be able to earn within 60 days.
- Food Manager Certification and Food Handler Certification
- Basset/TIPs certified

Knowledge

- This position requires an active and participative management approach and an overall working knowledge of all aspects of the Heritage Park Sports Complex operations.

- Demonstrated knowledge, creativity and skill in programming a variety of youth and adult athletic programs, and special events as assigned.
- Working knowledge of principles, practices, and objectives of youth and adult athletics programming and management, and community recreation.
- Demonstrated knowledge, creativity and skill in managing an outdoor sports complex.
- Understanding and working knowledge of best business principles, practices, and objectives of revenue generating sports facilities, including concessions, and operations.
- Supervisory experience required. Must possess the ability to hire, organize, direct and lead the work of subordinate employees for program responsibilities.
- Must have good oral and written communication skills; ability to work with minimal supervision, to solve problems and produce work on a timely basis.
- Demonstrated initiative, dependability, professionalism, resourcefulness, and management skills with the ability to work in a positive manner with the general public, Park District staff and Board of Commissioners.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to sit, stand, walk, bend, climb stairs, twist, talk and hear; use hands and fingers to handle, feel or operate objects, tool, or controls and reach with hands and arms.
- Occasionally required to walk on uneven grounds.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required and include close vision and ability to adjust focus.
- May occasionally lift and/or move up to 25 pounds.

Working Conditions

- Most activities will be performed indoors.
- Driving to other park facilities will require the worker to be outside.
- Employee may be exposed to cleaning agents and toner chemicals.

Rate of Pay: \$62,000.00 - \$67,000.00

Benefits

- Medical, Dental, and Vision coverage
- Life Insurance (basic & voluntary additional coverage)
- Employee Assistance Program
- 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 Floating Holidays)
- Programs and Recreation Facility Use
- Professional development opportunities and support for continued education

Application Procedure

Please complete the full application with the Wheeling Park District via the following link:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=258837&clientkey=07DEE904B0CEFE8BFD185D4FE939BC5F>