



## **Recreation Program Manager 2**

### **Lombard Park District**

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**Closing Date:** 2025-12-01  
**Salary:** \$61,700 - \$72,000 DOQ

#### **Description:**

**Position Type:** Full-time  
**Hours:** Generally, Monday – Friday 8:30 am – 5:00 pm with some evening and weekend work as needed.  
**Location:** Sunset Knoll Recreation Center, 820 S. Finley Rd., Lombard, IL 60148

**Hiring Salary Range:** \$61,700 - \$72,000/yr. (DOQ)

Do you have a passion for the growth and development of school age children and teens? Are you energetic, creative, and innovative with a desire to think outside the box? Do you have a flair for planning special events and managing school age programs and camps? Across generations and across endless opportunities, impact and improve the quality of life for residents of all ages and create lasting memories for years to come!

#### **Job Summary:**

Under the direction and supervision of the Director of Recreation, the Program Manager 2 is responsible for recreation program management in several areas and directly oversees one full-time Supervisor and part-time staff. Areas of responsibility include Before & After School Care, Seasonal Day Camps and School Days Off, Teens, Fine Arts, Senior Trips, and Community Special Events. Duties include providing quality customer service, staffing, scheduling, budgeting, organizing, publicizing, and safety of all assigned areas, programs, special events and other services to promote education and health to members of the community. Evaluate programs along with customer and community interests and assess needs; make recommendations for improved services and/or future programs. Utilize a strong sense of safety, promoting safe practices and reporting hazards and injuries when they arise. Other duties include but are not limited to: updating quarterly activity guides, public relations/marketing, staff training, performance management, purchasing and inventory management, and other duties as assigned. This is an at-will position.

#### **Qualifications:**

- Bachelor's Degree required from an accredited college or university in Recreation Management or a related field.

- Minimum of five years' full-time professional-related experience preferred, or an equivalent combination of education and experience.
- Previous experience with school programs and/or camps preferred.
- Professional and approachable with a record of building lasting relationships and partnerships with staff, parents, local schools, and community groups.
- Requires strong customer service and communication skills, with excellent composition, writing and presentation skills.
- Strong computer skills with proficiency in Microsoft Office and recreation management software is required, with aptitude to learn and use other systems/applications. RecTrac experience is a plus.
- 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 ability to multi-task and manage multiple projects and deadlines with shifting priorities.
- Possess strong safety awareness and utilize sound judgment in all aspects of this position.
- Ability to recognize and interpret the needs of the community and organize programs/events to meet those needs.
- Capacity to work collaboratively and independently in day-to-day operations with general direction from the Director.
- Ability to work a flexible schedule including nights and weekends as needed or assigned.
- Possess a valid IL Driver's License and reliable transportation to and from work.
- Certified Parks & Recreation Professional (CPRP) designation or other related professional certification is a plus.
- Must be CPR/First Aid/AED and Mandated Reporter certified or obtain within 2 months of hire with the expectation to become a CPR/AED Instructor within six months. Additional training will be required and provided by the Park District.

#### **Full-time Benefits Include:**

- Immediate enrollment in PDRMA health insurance including BCBS HMO and PPO options with prescription coverage and dental with orthodonture through Delta Dental, both with 85% employer contributions.
- Two vision plan options, through Davis Vision, paid at 50% on the employee's behalf.
- A Declined Health Insurance Incentive of \$3,000 if all coverage is declined.
- Employer Paid Life Insurance at 2x annual salary with additional voluntary options.
- Employee Assistance Program for you and your immediate family, provided by Ulliance.
- Pension/Defined Benefit Plan (IL Municipal Retirement Fund) with disability benefits following one year of enrollment.
- Two weeks of vacation begin accruing at the start of employment and increase after five years.
- Seven paid holidays with three floating holidays and three personal days annually, prorated the first year.
- Ten sick days per year begin accruing immediately with a maximum of 105 days.
- Free Fitness Membership and Pool Pass with discounts on recreation programs and events.
- Professional Membership and Development opportunities.
- Tuition Reimbursement Program eligibility following one year of employment.
- Additional optional benefits include deferred compensation plans, medical and dependent care flexible spending accounts, Aflac, and related benefits.

To apply please

visit: <https://www.applitrack.com/lombardparks/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=543>