



Recreation Manager - Community Center

Addison Park District

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Closing Date:
Salary: \$55,000 - \$61,000 DOQ

Description:

Join the Addison Park District team as a Recreation Manager - Community Center!

Position Summary

Under the direction and supervision of the Superintendent of Recreation and Revenue Facilities, the Recreation Manager, Community Center is responsible for overseeing all aspects of the community center and coordinating community recreation programs. Work includes serving as the primary manager of the facility and collaborating, helping organize, implement, and evaluate a variety of community recreation programs for all ages, including special events. They are responsible for the supervision, management, coordination, and organization of all rental facilities, indoors and outdoors (except athletic fields). Direct reports will include Community Center registration office and event staff.

Work week is Monday through Friday, 9:30 am – 6:00 pm. The position requires flexibility to work evenings, weekends, and some holidays when needed. This is an at-will position.

Primary Duties

- Serves as primary manager of the Addison Community Center, monitors activities, develops and enforces building rules and regulations, identifies and addresses safety matters, maintenance issues, or behavior problems.
- Recruits, hires, trains, and supervises full-time, part-time, contracted and seasonal registration and event staff; provides leadership, guidance, and oversight in program operations; prepares work schedules and expedites workflow; maintains harmony among workers and resolves minor grievances.
- Performs a variety of manual tasks to prepare the facility for daily use, for meetings, parties, and sports, including but not limited to: moving carts of tables and chairs; setting up and putting away tables and chairs; preparing gym equipment; storing gym equipment; setting up and taking down nets for sports.

- Responsible for overseeing, promoting, and enhancing the Rental programs at the District. Communicates with clients and employees to ensure the success of each rental from start to finish.
- Meets with rental party to ensure proper floor plan designs, set-ups, times, party size, and deposits are approved and completed. Sets appointment times to show rental space as needed.
- Actively responds to all rental inquiries and follows up with potential clients as necessary.
- Assists in the creation of rental and membership packets, then implements and delivers said packets to potential businesses/clients in a professional manner.
- Responsible for bar and alcohol supply management and all Village licensing.
- Oversee and schedules use of the District's port-a-potties as needed in coordination with the Athletic and Parks Teams.
- Displays excellent customer service, providing guests with rental information in a polite, courteous, and professional manner.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; prepares annual budget and capital budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time; prepares grant applications, as assigned and related paperwork for recreation facilities and/ or programs.
- Assists with the development of marketing materials such as social media posts, brochures, flyers, calendars, advertisements, and other related communications regarding recreation programs and facilities.
- Performs administrative duties such as answering telephones, registering participants in programs, scheduling facilities, handling money, and operating various office equipment and computer software; prepares, submits, and files accurate letters, memos, reports, and other communications appropriate to the policies in place.
- Interacts with the public daily; communicates plans, policies, and procedures effectively to staff and the general public; responds to public inquiries made by telephone, email, and other correspondence.
- Assists with programs and special events as assigned through delegation of tasks, project management, and set-ups/breakdowns.
- Performs related work and assists other staff and departments as assigned.

Qualifications

- BA/BS in Recreation and Parks Administration, Event Management, or another related field, and/or equivalent experience
- Minimum of 5 years of experience in related field.
- Minimum of 3 years of supervisory experience.
- Excellent communication skills and enjoy working with diverse clients.
- Must have a Food Sanitation License within three to six (3 to 6) months of hiring.
- BASSET Certified within (3) months of hiring.
- General knowledge of contracts and billing practices.
- Proficiency with Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint, and Publisher.
- Must have a valid Driver's License subject to background review.
- Must be CPR, First Aid, and AED certified within six (6) months of hiring.

BENEFITS OFFERED

- Medical, dental, and vision coverage, along with life insurance (basic and voluntary)
- Pension plan (IMRF) and 457 Nationwide plan
- Paid holidays and vacation, sick, personal, and floating holiday time
- Facility discounts & usage benefits

Full Job Description and Direct Application Found [HERE](#):
Recreation Manager - Community Center - Addison Park District Jobs

Addison Park District is an Equal Opportunity Employer