



## **Recreation Manager - Youth**

### **Oak Brook Park District**

**Contact Name:** Brian DeWolf

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

**Closing Date:**

**Salary:** \$58,000-\$68,000

#### **Description:**

**Full-Time, Exempt**

**Pay range:** \$58,000-\$68,000

The Recreation Manager-Youth is responsible for managing Preschool, Camp Programs and General Youth Recreation programming. The Recreation Manager-Youth is also responsible for directly supervising all staff required to maintain these programs.

The Recreation Manager-Youth directly reports to the Superintendent of Recreation. The Preschool Staff, Camp Staff, Before and After Care Staff, Special Event Staff, General Program Instructors, and Contract Program Instructors report directly to the Recreation Manager.

#### **Education, Experience & Training:**

- Bachelor's degree in Parks and Recreation or related field.
- Minimum of 3 years of experience in Recreation programming.
- Basic knowledge of Microsoft operating systems, and experience with Active Network software is preferred.
- A valid Illinois Driver's License is required.
- CPRP or 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.

#### **Essential Job Functions:**

- Manage the day-to-day operations and staffing of ABC Preschool, Dolphin Station, assigned special events, camp, and select in-house and contracted non-athletic youth programs.
- Recruit and select the employment of Park District personnel.
- Develop, coordinate, and evaluate new and existing programs.
- Communicate with the Superintendent of Recreation regularly on Park District matters.
- Plan and prepare performance appraisals.
- Serve as liaison between School District and Park District for ABC Preschool, PTO and Special Committees
- Assist with inclusion services for Park District participants.

- Program and execute the following ABC Preschool events including the Hayride, Trick or Treating, Preschool Pictures, Donuts with Grown Ups, STEAM day, Graduation, and assist with other special events as needed.
- Oversee the purchase of program supplies.
- Demonstrate exceptional customer service skills in all communications.
- Develop and submit seasonal brochure copy to the Superintendent of Recreation.
- Participate in Special Events as assigned.
- Prepare payroll for all staff directly reporting to this position.
- 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.
- Work with the Marketing and Communications Administrator to effectively market all recreational areas of responsibility.
- Work with other Park District Managers to schedule the required fields or gymnasiums and the appropriate set up for events and programs.
- Assist in maintaining fiscal control of Recreation Department budget in areas of youth programs, and early childhood.
- Prepare board reports, and supporting documentation for board and/or committee meetings.
- Perform other duties as assigned by the Executive Director, Director of Recreation & Communications, or Superintendent of Recreation.
- Focus on welcoming diversity, encouraging inclusion and creating equity for all.

**Benefits Include:**

- Paid Time Off
- Medical, Dental, and Vision Insurance
- Medical and Dependent Care Flexible Spending Accounts Group Term Life & AD&D Insurance
- Voluntary Life Insurance
- IMRF Pension Plan
- Voluntary Long Term Care Insurance
- 457(b) Retirement Savings Plan
- Sick Bank
- Continuing Education Assistance
- Employee Assistance Program
- Central Park Campus Membership for you and your family members living in your household

**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 the ADA coordinator, Brian DeWolf, at (630) 645-9527.

**Bilingual Candidates Encouraged to Apply.**

Interested applicants please apply here: **Recreation Manager - Youth Application**