



## Marketing Supervisor Warrenville Park District

**Contact Name:** Sheri Potter

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**Closing Date:**

**Salary:** \$42,000 to \$46,000

**Description:**

## Marketing Supervisor

**Warrenville Park District**

Salary Range: \$42,000 - \$46,000

**FLSA Status:** Exempt

**Direct Supervisor:** Superintendent of Recreation

The Warrenville Park District is a local government agency located in DuPage County and covers approximately 14 square miles. The district provides park and recreation programs and services for most of the city of Warrenville, with an estimated population of 14,841, and small portions of the cities of Aurora and West Chicago. The district maintains four buildings: the Recreation Center, our signature facility that houses our *FitnessNOW* fitness center located at 3S260 Warren Avenue; the Warrenville Community Building, 3S240 Warren Ave.; the Park Maintenance Building, 3S310 Curtis Ave, and the Cold Storage Building at Summerlakes Park. There are 15 full-time employees and approximately 75 part-time/short-term employees.

The Warrenville community enjoys nine parks, some owned by the park district, and others owned by the city and Community Unit School District 200. The district is governed by a five-member Warrenville Park District Board of Commissioners who are elected at large and serve four-year terms.

### **JOB STATEMENT**

Under the direction of the Superintendent of Recreation, the Marketing Supervisor plans, organizes and implements the marketing program designed to inform the public about agency services and activities. The Marketing Supervisor creates strategies and brands to generate interest in the district's programs and services.

### **QUALIFICATIONS**

1. An associate or bachelor's degree in marketing, communications, graphic design or related experience.

2. Highly motivated and creative.
3. Must have a strong ability to communicate effectively with both oral and written skills.
4. The ability to interact with all levels of employees.
5. The ability to work independently, efficiently and attend to details.
6. Must have integrity, good judgment, discretion and the ability to think and work independently and efficiently with minimal supervision.
7. An eye for design along with a knowledge of current trends
8. Strong computer skills with knowledge of electronic mediums and graphic design.
9. First Aid/CPR certification within four months of employment is required.
10. Must Obtain DCFS Certification of Mandated Reporter of Child Abuse and Neglect upon Hire

## **DUTIES AND RESPONSIBILITIES**

### *Essential Functions*

1. Responsible for development and implementation of branding for organization.
2. Responsible for the promotion of the park district through a variety of media, including website, social media, flyers, and partnerships.
3. Assist the Superintendent of Recreation with the production and delivery of the quarterly Recreation Guide.
4. The Marketing Supervisor must possess and exhibit good problem-solving ability, judgment, interpersonal and organizational skills.
5. Ability to communicate and interact effectively, cooperatively and provide a favorable image to the public.
6. Ability to multitask and prioritize multiple, changing priorities.
7. Regular attendance and punctuality.
8. Attend meetings with Supervisor as scheduled and assigned.
9. Attend professional education training and remain informed of current trends and issues in related areas of responsibility.
10. Develop and implement public relations procedures as applicable to marketing operations; recommend additional policies as necessary.
11. Develop and maintain effective internal and external public relations with staff, customers, volunteers, media, vendors, other agencies and the community.
12. Must be able to work nights and weekends as needed.
13. Provide excellent customer service to patrons and staff.

Interested applicants should apply online at: <https://www.warrenvilleparks.org/get-involved/employment/>