



## Recreation Program Manager

### Hoffman Estates Park District

**Contact Name:** Kimberly Barton

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**Closing Date:**

**Salary:** \$62,500 - \$70,000

#### **Description:**

##### **Recreation Program Manager**

The Hoffman Estates Park District is excited to announce a professional opportunity within our Recreation Department. We have restructured the Department and are seeking an energetic, motivated professional who's passionate about Youth Recreation, Before & After Care, and Summer Camp to join our Hoffman Estates team!

The Recreation Program Manager is responsible for developing, budgeting, promoting, and managing a variety of in-house and contractual recreation programs including STAR Before and After School Care at either District 54 or District 15, School Break Camps, School Day Off Trips, Day Camps, and any other programs as designated by the Superintendent of Recreation Programs.

This position reports directly to the Superintendent of Recreation and provides leadership and supervision to part-time staff and volunteers.

We are seeking an energetic and dedicated professional to join our team of 75+ full-time staff with proven results and strong organizational skills who will help drive our programs and services to reflect the standards of our award-winning District. HEParks stands unparalleled in the state of Illinois with both overall state and national accreditations combined with national Gold Medal awards.

HEParks represents a dynamic community with over 50,000 residents, boasting 900 acres of open space, and more than 80 parks. Among our amenities are two recreation centers, a two-sheet ice arena, the Seascape family aquatic center, an 18-hole golf course with a TopTracer facility, and a remarkable 100,000+ sq ft fitness center (The Club). We take pride in offering the very best in park district services and facilities.

The Hoffman Estates Park District is a proactive equal-opportunity employer.

**Supervisory Responsibilities:** Directly supervise part-time before and after care and day camp staff, volunteers, and work with outside contractors. Participate in hiring, training and onboarding staff; provide ongoing supervision, coaching and professional development; conducts performance reviews

and corrective action as needed; ensures staff compliance with policies, procedures and customer service standards; assists in the development of team goals and fosters a positive, inclusive work environment.

### **Essential Duties and Responsibilities:**

- Organizes, implements and evaluates a comprehensive selection of youth programs designed to meet the needs of the community. Including, but not limited to: STAR Before & After Care program, School Day Off Trips, School Break Camps, Summer Day Camp and various contractual programs.
- Recruits, hires, trains, supervises, terminates, schedules and evaluates all staff for programs, volunteers, and instructors.
- Visit programs on a schedule that aligns with their needs and supports district operations.
- Orders and distributes program supplies to instructors as needed. Maintains appropriate inventory and supply for all programs in area.
- 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 Recreation Programs.
- Prepares seasonal guide information and creates publicity materials in cooperation with the marketing personnel.
- Evaluates the effectiveness of existing programs and submits recommendations for program development, changes and pricing structure to the Superintendent of Recreation Programs.
- Maintains required records of programs, fees and class participation statistics as required.
- Assist with Special Events as assigned.
- Conducts required training and safety programs as established and recognized by the Hoffman Estates Park District.
- Develops general knowledge of Park District programs to respond to specific questions or direct guests to the appropriate staff member.
- Performs the job safely and in compliance with Park District policies, procedures, work and safety rules.
- Utilizes district's computer software and systems applicable to area.
- Researches current trends and develops new programs in response to the community's needs and desires.
- Communicates maintenance issues repairs and room set-up requests to facility maintenance staff.
- Coordinates room, school, park, athletic field and gym scheduling with Managers as needed for programs and activities.
- Develops and maintains cooperative relationships with affiliated groups and community organizations.
- 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 Hoffman Estates Park District.
- Ability to become Medic First Aid Instructor Certified
- All other duties as directed by the Superintendent of Recreation.

**Scheduling and Pay:** This is a full-time, exempt position. The target hiring range is \$62,500-\$70,000 annually, depending on qualifications and experience. The standard schedule is Monday-Friday but includes weekend and evening hours, based on facility hours and programs.

**Primary Work Location:** Triphahn Center

**Reports To:** Superintendent of Recreation Programs

**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; minimum two (2) years full-time related experience required in recreation program management; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

**Required Skills/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.
- Certified Park and Recreation Professional preferred.
- Working knowledge of principles, practices, and objectives of early childhood programming and management, and community recreation.
- 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.

**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 accommodation 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, tools, or controls and reach 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:**

- Activities will take place indoors as well as outdoors.
- Driving to other park facilities will require the worker to be outside.
- Employees may be exposed to cleaning agents and toner chemicals.
- Position may require working in various weather conditions

**Benefits:** In exchange for your time and talent, we offer a generous benefit package with a high employer contribution toward employee insurance coverage and personal development opportunities.

- Medical Coverage – PPO or HMO
- Dental Coverage
- Prescription Coverage
- Vision Coverage
- Life Insurance
- Short- and Long-Term Disability (IMRF)
- Short-Term Disability Supplemental (Aflac)
- Pension/Defined Benefit Plan (IMRF)

- 457 Plan/Defined Contribution Plan
- Paid Time Off
- Professional Membership Dues Reimbursement
- Park District Facility Discounts and Usage Benefits

Link to Apply:

<https://www.paycomonline.net/v4/ats/web.php/portal/7E000DE8BA68EE33EB416631EB43F8E8/jobs/179021>