



Recreation Program Manager

Park District of Highland Park

Contact Name: Paulina Martinez

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Closing Date:

Salary: \$72,675.04-\$83,576.30 Annually

Description:

Responsible for managerial oversight of staff and operations of general recreation programming and special events. This includes but is not limited to planning, coordinating, and supervision of early childhood, youth, and adult programs, art programs, performing arts, variety programming, special events, and other District-wide recreation programs as assigned by the Assistant Director of Recreation.

Supervisory Responsibilities

Directly supervises two (2) full-time employees and directly/indirectly supervises several part-time and seasonal employees. May also oversee volunteer coordination. Participate in hiring, training and onboarding staff; provides 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 Job Duties

- Managerial oversight of general recreation programming and special events including early childhood, youth, and adult programs recreational programs; summer camps; applicable recreation programs; and special events; works closely with recreation staff on the development of new programs, special events, and camps.
- Direct supervision of staff, including interviewing, hiring, training, scheduling, appraising performance, payroll processing, disciplining, and terminating staff, in all areas of responsibility.
- Instruct or assist with programs as needed, depending on scheduling and program needs.
- Actively participate in camp committee to support program planning and operations; may be asked to take on responsibility to serve as chair or co-chair of the committee.
- Creates and recommends a detailed annual operating budget for areas of oversight including summer camps, early childhood programs, art programs, performing arts, variety programming, special events, and all areas of responsibility, including estimates of all sources of revenues and expenses; makes recommendations on all fees and charges; explains the necessity of items in the budget to the Assistant Director; supervises the expenditure of funds once the budget is approved.
- Plans, organizes, and executes District-wide community-wide special events, camps and programs.

- Create and manage employee schedules to support program areas; assign employees to work various shifts as needed; manage time off requests.
- Review and approve employee timecards; verify hours worked, manage overtime, coordinate with employees to resolve timecard discrepancies.
- Processes bills, request forms, memberships, registration forms, bid specifications, etc., as related to areas of responsibility.
- Prepares monthly, quarterly, and annual reports, including end of season reports, financial reports, board and variance reports, enrollment reports, and other reports as requested.
- Makes recommendations to the Assistant Director for proposed long- and short-term improvements for areas of responsibility.
- Collaborates with the Communication/Marketing Department for dissemination of news releases, flyers, brochures, and other public relations and materials.
- Coordinates with the Parks, Registration, and Maintenance departments for building repairs and rentals that can affect areas of responsibility.
- Purchases supplies and equipment used in areas of responsibility.
- Provides positive and professional communication with internal and external customers.
- Reports any problems, unsafe conditions, behavior issues and accidents to the Assistant Director.
- Prepare all accident and incident reports for the areas of responsibility and forward to the appropriate personnel.
- In collaboration with the Compliance and Risk Manager, prepares the Emergency Action Plan for the facility, including regular and annual updates of the plan and conducts related training for staff.
- Performs other duties as assigned.

Education and Experience: Bachelor's degree (B. A.) from four-year college or university with a degree in Parks and Recreation or similar field; three to five years related experience and/or training; or equivalent combination of education and experience. Ability to apply education, training and work experience to improve performance of organization.

Required Skills/Abilities

- Ability to manage multiple priorities and meet deadlines.
- Strong verbal and written communication skills.
- Strong active listening skills.
- Proficient with recreation software systems and Microsoft Office Suite.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to work flexible hours, including evenings and weekends as needed.
- American Red Cross CPR/AED Certification
- Valid Driver's License
- Certified Park and Recreation Professional, CPRP, preferred.

Wage Range: \$72,675.04-\$83,576.30 Annually

Classification: Full-Time, Exempt

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 accommodations may be made to enable individuals with disabilities to perform the essential functions of the job: Prolonged periods of sitting at a desk and working on a computer. Operates a variety of office equipment, including computer hardware, telephone, calculator, and photocopier,

postage machine; required to grasp objects. Regularly speak to others one-on-one in-person or over the phone. Specific vision abilities required by this job include close vision and ability to adjust focus. Must be able to lift up to 15 pounds regularly and occasionally lift and/or more up to 25 pounds.

Working Conditions: While performing the duties of this job, the employee typically works in an indoor office environment within a recreation facility and sits for prolonged periods of time. Employee may occasionally spend time outdoors and in various program settings to oversee events and programs. Exposure to varying weather conditions during outdoor activities may occur for short periods – heat/cold, wet/humid, and dry conditions. The noise level in the work environment is usually moderate.

Benefits: The Park District of Highland Park offers the following comprehensive benefits package:

- Medical Insurance (Blue Cross Blue Shield HMO or PPO)
- Dental Insurance
- Vision Insurance
- 4 Weeks Paid Maternity/Paternity Leave
- Company Paid Group Term Life Insurance
- Voluntary Supplemental Life Insurance
- Pension/Benefit Plan (IMRF)
- Deferred Compensation Plans
- Flexible Spending Accounts (Health and Dependent Care)
- Ten (10) Paid Federal Holidays
- Paid Vacation
- Three (3) Floating Holidays
- Twelve (12) Paid Sick Days
- Incentivized Wellness Program
- Health & Fitness Membership
- Outdoor Pool Membership and Seasonal Beach Access
- Program and Facility Discounts on a variety of recreational activities including Golf, Racquet Sports, and Ice Skating.

The Park District of Highland Park is an equal opportunity employer.

Apply at: Recreation Program Manager