



## **Recreation Manager - Senior Center and Senior Programs - Full-time**

Wheaton Park District

**Contact Name:** Rebecca Mendenhall

**Contact E-mail:** [rmendenhall@wheatonparks.org](mailto:rmendenhall@wheatonparks.org)

**Contact Phone:** 630-510-4986

**Closing Date:**

**Salary:** \$61,625-\$92,438 DOE

### **Description:**

#### **The Agency**

The Wheaton Park District (WPD) was established by the citizens of Wheaton in 1921 and has a rich history of elevating the quality of community life through its parks, facilities, programs and services. Today, citizens enjoy active and passive parks owned and leased by the district across fifty-four (54) sites totaling nearly 900 acres. Recreational facilities owned and/or operated by the District include the Ray Morrill Community Center, Parks Plus Fitness, Central Athletic Complex, Northside Park Family Aquatic Center, Rice Pool and Water Park, Arrowhead Golf Club, Lincoln Marsh Natural Area, Mary Lubko Center, Memorial Park Bandshell, Clocktower Mini Golf Course and Skate Park, Cosley Zoo, and DuPage County Historical Museum. The Wheaton Park District is an Illinois Distinguished Accredited Agency and is a recognized leader in the delivery of parks and recreation services in Illinois. WPD is a four-time winner of the NRPA Gold Medal Award for excellence in the field of park and recreation management.

#### **District mission, vision and core values**

**Mission:** To create vibrant, welcoming spaces and activities that inspire fun, foster connection, strengthen the community, and enrich well-being for all.

**Vision:** To be the community leader in offering fun and inclusive experiences inspired by nature, powered by creativity, built on collaboration, and guided by integrity.

**Values:** Community, Respect, Excellence, Adventure, Teamwork, Equity

#### **Position Description and Key Responsibilities**

The Wheaton Park District is seeking a dynamic Recreation Manager to lead our Senior Center (The Mary Lukbo Center) and oversee a wide range of engaging programs and events for adults. This role is responsible for developing, implementing, and managing high-quality recreational, social, and wellness opportunities that enhance the lives of our senior community. The ideal candidate is an organized, creative leader who excels in program planning, staff supervision, and community

engagement. Strong communication skills and a passion for serving active adults are essential to this position. Join our team and make a meaningful impact by enriching the health, connection, and vitality of our senior population.

Reporting Relationships: Chorus Accompanist, Chorus Director, Recreation Program Instructor, Customer Service Attendant, Travel Coordinator, Rental Attendant, MLC Trip Escort, Group Fitness Instructor, Volunteers.

### **Required Education, Qualifications, Knowledge, Skills and Abilities**

Minimum of a bachelor's degree in recreation, education, psychology, or gerontology-orientated or closely related field required. Must have at least two (2) years of supervisory experience with at least three (3) years of experience in recreation-based programming. Experience in planning day and extended travel events a plus. Must have good oral and written communication skills. Must be proficient in Microsoft Office. Must be able to lead, manage, and motivate assigned staff. Must have great problem solving, analytical, organizational, interpersonal, and written and verbal communication skills. Must be able to multi-task and work calmly and effectively under pressure.

### **Essential Functions**

- Responsible for maintaining a master calendar of programs/events at the Mary Lubko Center and Memorial Park.
- Responsible for the overall appearance of the Mary Lubko Center and that all equipment and supplies are in good working order.
- Directly supervise the extended travel and daytrip programs.
- Directly supervise part-time staff and volunteers at Mary Lubko Center.
- Attendance at worksite required to work the hours necessary to produce exceptional results.
- Directly supervise assigned recreation programs and special events, and program areas.
- Assist in the development of long-range planning, goals and program forecasts.
- Complete and carry out yearly budget and department goals as directed by supervisor.
- Establish communications and good public relations within the community and all internal stakeholders.
- Work with the Marketing Division in soliciting local and cooperate sponsors to help defray costs.
- Write and organize quarterly newsletter.
- Evaluate the effectiveness of all services under his/her authority and make recommendations for modifications of services to the Superintendent of Recreation.
- Prepare and/or direct the preparation of board summaries, monthly, quarterly, and periodic special reports, as required.
- Provide appropriate information for district program guides and websites.
- Act as a representative/liaison to local clubs or affiliate groups as assigned.
- Submit room requests to Scheduling Coordinator in a timely manner.
- Review and monitor the Mary Lubko Center facility and make recommendations as to needed improvements.
- Daily open and closing procedures of Mary Lubko Center.
- Hire, train, manage, lead, coach, direct, schedule, discipline, motivate, evaluate, provide quarterly feedback and recommend merit increases for assigned staff ensuring an effective and efficient department and successful District run in accordance with Department of Labor laws and District policies and procedures.
- Contribute to a rich environment.
- Provide a high quality of customer service in a professional manner to the internal customer that will facilitate team building and exceptional customer service to the external customer.
- Follow the Wheaton Park District policies, procedures, and guidelines.

- Proactively support the V.A.L.U.E.S. (community, respect, equity, adventure, teamwork, and excellence) on a daily basis
- Maintain good safety awareness and follow all safety guidelines and procedures.

### **Required Certifications, Licenses, etc.**

Must have and maintain: a valid driver's license with acceptable driving record; and CPR/AED Instructor certified or obtain within three (3) months of employment. CPRP (Certified Park and Recreation Professional) preferred.

### **Physical Demands**

Must be able to: frequently remain in a stationary position for long periods of time, with repetitive use of hands/arms such as when using a computer. This position will occasionally move about the facility. This position will occasionally position oneself to move items such as supplies, tables, chairs, etc. weighing up to 10 lbs. and rarely up to 25 lbs. Must be able to ascend and descend stairs frequently. This position will rarely walk on uneven ground.

### **Environmental Demands**

This position will work frequently in an office environment with moderate noise levels and lighting. This position will rarely be exposed to all weather conditions. This position will rarely be exposed to dirt, odors, dust, mold, cleaning chemicals, and wet, slippery floors/surfaces.

### **Compensation & Benefits**

The Wheaton Park District offers a highly competitive compensation that is commensurate with a candidate's prior experience and accomplishments and has a very comprehensive and attractive benefits package.

### **Benefits**

- Health (HMO, PPO, or HSA), with very low employee contribution for employee, spouse, and dependents.
- 100% employer paid dental insurance for employee, spouse, and dependents.
- 100% employer paid vision insurance for the employee.
- 100% employer paid life insurance at 1.5 times your annual salary.
- Health insurance waiver incentive up to \$4,500 per year.
- FSA and Dependent Care pre-tax via payroll deduction.
- Pension Plan through the Illinois Municipal Retirement Fund, including employer contributions.
- Paid time off includes 12 sick days per year, 12 vacation days, 2 personal days (pro-rated first year), 12 ½ holidays.
- Free use of fitness center, two pools, golf, and entrance to Cosley Zoo to employees and family members eligible for insurance coverage.
- Tuition Reimbursement, discounts on merchandise, and professional memberships.

**The Wheaton Park District is an equal opportunity employer. EOE/M/F/D/V**

TO APPLY:

<https://wheatonparkdistrict.clearcompany.com/careers/jobs/608e0c34-374e-69e1-cce8-fc3cad6b5ee1/apply?source=3698429-CS-26822>