



Community Center Manager

Homewood-Flossmoor Park District

Contact Name: Oralethea Davenport

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Closing Date:

Salary: \$63,855.00 - \$95,782.00

Description:

JOB SUMMARY: Under the supervision and direction of the Superintendent of Recreation, the Community Center Manager is responsible for the planning, organization, and supervision of the Marie Irwin Community Center, Dolphin Lake Clubhouse and related programs. The H-F Park District's mission statement is "to enhance the quality of life through diverse recreational opportunities, facilities and parks while caring for the environment".

ESSENTIAL JOB RESPONSIBILITIES:

- Provide outstanding customer service to our internal and external guests by providing friendly, responsive, courteous and helpful service.
- Administration of the Community Center, Dolphin Lake Clubhouse and related programs as assigned by the Superintendent of Recreation.
- Manages Recreation Supervisor (Early Childhood and Active Adult)
- Recruit and recommend the employment of teachers, instructors, attendants, receptionists and building maintenance staff.
- Submit reports as requested.
- Establish positive relations with community groups and agencies.
- Plan and conduct in-service training for all staff and volunteers under his/her supervision.
- Responsible for the maintenance and upkeep of the facilities.
- Develop and manage a yearly facility budget.
- Manage staff schedules across multiple facilities.
- Manage/monitor facility program and event schedules.
- Maintaining/tracking project statuses as assigned by the Superintendent of Recreation and the Executive Director.
- Supervise the activities of the work staff; conducts performance evaluations; recommend disciplinary actions.
- Provides analysis and recommendations to the Superintendent of Recreation regarding the work of day-to-day operations to support efficiency and effectiveness of service delivery.
- Exercise independent discretion and independent judgment regarding the daily staffing needs of multiple facilities.
- Assists the Superintendent of Recreation with management of capital projects as assigned or recommended.

- Works with the Superintendent of Recreation and the Director of Parks and Recreation in developing, creating, and maintaining the facilities both inside and outside.
- Must work in a cooperative or assisting manner for constant improvement of all aspects of the H-F Park District.
- Supports staff for sponsorships and donations for programs and events.
- Attend conferences, workshops, and seminars as they pertain to the position with Board approval.
- Adheres to the policies and procedures outlined in the Safety Manual.
- Substitute for van driver.
- Participate in district working committees as assigned.
- AED/CPR certification required.
- Other related job duties as assigned.

COGNITIVE SKILLS REQUIRED:

- Ability to problem solve and intervene when needed.
- Ability to supervise
- Organization skills
- Time Management skills

JOB SKILLS AND QUALIFICATIONS:

- Thorough knowledge of theory and philosophy of recreation and its programming.
- Ability to plan, organize, schedule, and supervise activities.
- Ability to conduct special events, cooperate with local community groups and supervise creative programs.
- Ability to supervise personnel.
- Possess public relations and promotional skills.
- Ability to introduce new policies and apply them.
- Ability to develop and manage facility and program budgets.

EDUCATION AND TRAINING:

- Bachelor's Degree in Recreation or related field, and three year's experience in the recreation field with full-time supervisory experience, or a Master's Degree in Recreation or related field and two year's experience in the recreation field with supervisory experience.
- CPRP certification is preferred.

PHYSICAL REQUIREMENTS:

STANDING: Occasional

SITTING: Frequent and extended periods of time

WALKING: Frequent - to monitor programs, retrieve files

LIFTING: Occasional - up to 50 lbs. - supplies, table, brochures

STOOPING: Occasional - files, games, set-up and take down athletic equipment and programs

REACHING: Occasional - supplies, set-up and take down of programs

CLIMBING: Minimal - decorating, retrieving files, setting up volleyball nets

VERBAL: Communicate one-to-one and with groups

VISION: Yes, type, read, write, drive, monitor and evaluate programs and staff

OTHER JOB REQUIREMENTS:

- Evening, weekend and holiday work required.

FULL-TIME BENEFITS:

- Medical (PPO and HMO options), Dental and Vision insurance
- Health Reimbursement Account

- FSA Healthcare & Dependent Care
- Life Insurance paid by the Park District
- Participation in our mandatory pension fund with IMRF – Illinois Municipal Retirement Fund
- 457 Retirement Plan
- Paid Vacation and Sick Days
- 13 Paid Holidays (including 1 floating holiday)
- Paid CPR/AED training and certification
- Benefits of Park District Services and Facilities, this includes spouse and dependent children up to age 26 currently living in their household:
 - Membership to H-F Racquet & Fitness Club
 - Complimentary golf, golf cart and driving range at Coyote Run Golf Course
 - Summer membership to H-F Lions Club Pool
 - Complimentary ice skating at H-F Ice Arena
 - Complimentary ski rental (cross-country skiing), ropes course and climbing tower at Irons Oaks.
 - Complimentary enrollment in many recreation programs
 - 25% off facility rentals
 - Discounted Park rentals