



## **Sachs Recreation Center General Manager (Full-Time)**

### **Deerfield Park District**

**Contact Name:** Tracy McCoy

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**Closing Date:**

**Salary:** Exempt Position. Salary Range: \$85,000–\$100,000 +/- DOQ.

#### **Description:**

Recreation

Full-Time – Exempt

#### **Who are we?**

The Deerfield Park District was formed in 1951 with a mission to provide outstanding parks, services, facilities, and recreation programs that enrich lives, promote healthy living, and provide memorable experiences. The Park District has over 25 parks and facilities including the Deerfield Golf Club, Sachs Recreation Center, Patty Turner Center, Jewett Park Community Center, Mitchell Pool, and Deerspring Pool. The Park District employs an average of 320 staff with over 500 seasonal employees. The District maintains a modern, well-designed environment and is an IAPD/IPRA Illinois Distinguished Accredited Agency and a two-time National Gold Medal Finalist in 2021 and 2022. For additional information visit us at [www.deerfieldparks.org](http://www.deerfieldparks.org).

#### **What is the Opportunity?**

The Sachs Recreation Center General Manager reports to the Director of Recreation and is responsible for the overall leadership, administration, and performance of the Sachs Recreation Center. This position oversees daily operations, financial management, staffing, facility services, and program delivery to ensure exceptional customer service, efficient facility operations, and high-quality recreation and fitness experiences. The General Manager is also responsible for maximizing facility utilization, revenue generation, and operational effectiveness.

This role directly supervises five full-time staff members, including the Assistant General Manager, Facility Operations & Membership Supervisor, Athletic Supervisor, Lead Facility Engineer and Coho Head Coach. In addition, the position provides indirect supervision and leadership to approximately 75–85 part-time employees supporting customer service, facility operations, fitness, and maintenance functions.

#### **Key Responsibilities**

- Oversee daily operations of the Sachs Recreation Center including membership services, fitness operations, facility scheduling, contracted services, and facility engineering coordination.
- Develop and manage annual operating budgets, monitor revenues and expenses, and support revenue growth through memberships, programs, and facility utilization.
- Supervise full-time leadership staff and provide indirect supervision of part-time employees, including hiring, training, scheduling, performance management, and disciplinary action.
- Review and approve performance evaluations, including annual reviews and merit increase recommendations, ensuring timely completion in accordance with District policies.
- Ensure compliance with District safety policies and maintain a safe environment for patrons and staff through ongoing monitoring and enforcement.
- Oversee marketing and communication efforts including digital, print, and facility-based outreach to support engagement and membership growth.
- Collaborate with internal departments, program supervisors, and external partners to coordinate facility use, programs, and services.

### **Qualifications**

- Bachelor's Degree in Recreation Administration, Public Administration, or related field required.
- Minimum years of full-time experience in public recreation facility management; three years of experience managing full-time employees, or equivalent combination of education, experience and training to provide the required knowledge, skills and abilities.
- Experience managing budgets, facility operations, and staff in a recreation or similar public facility.
- Strong knowledge of recreation operations, customer service, and facility management systems.
- CPRP certification preferred; valid driver's license required.
- Proficiency with Microsoft Office and facility management software systems

### **Scheduling, Pay and Benefits**

- While this role is generally aligned with Monday–Friday, 8:30 a.m. to 5:00 p.m. business hours, it requires flexibility to support organizational and operational needs, including evenings, weekends, and district wide special events when needed.
- Full-Time, Exempt Position. Salary Range: \$85,000–\$100,000 +/- DOQ.

Apply at <https://www.deerfieldparks.org/279/Apply-For-a-Job>