



Program Manager

Village of Savoy

Contact Name: Nick McDuffee

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Closing Date:

Salary: \$45,000-\$60,000

Description:

Program Manager

The Village of Savoy, Illinois (pop. 8,857) seeks a Program Manager to support the Parks and Recreation Department. This is a salaried, full-time, and exempt position that reports to the Parks and Recreation Director. The Program Manager is responsible for planning, organizing, supervising, and developing a wide variety of recreational programs and special events to meet the needs of the community. A full job description is available at https://savoy.illinois.gov/departments/office_of_management_and_budget/index.php.

Minimum Qualifications

- Bachelor's degree in Parks and Recreation Management, Sports Management, Leisure Studies, or related area field.
- A combination of education, training, and experience will be considered in lieu of a degree.
- Current Cardiopulmonary resuscitation (CPR) and First Aid Certification or the ability to obtain certification within thirty (30) days of hiring.
- Valid Illinois Driver's License
- Must be able to work variable schedules that may include nights and weekends.

Compensation and Benefit Package

This position offers a salary with an expected hiring range of \$45,000 to \$60,000 depending on qualifications and experience. Additionally, the Village offers free individual membership to the Village's Recreation Center and offers a comprehensive benefits package that includes paid vacation; sick leave; holiday pay; individual life insurance; 100% employer-paid employee health insurance (employee pays 50% for dependents), dental insurance; and a pension plan through the Illinois Municipal Retirement Fund (IMRF).

How to Apply

Email a resume, cover letter, and three professional references to Parks and Recreation Director Nick McDuffee. Email: nick.mcduffee@savoy.illinois.gov. This position is open until filled with a first review on May 20.