



Recreation Program Manager DeKalb Park District

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Closing Date:
Salary: \$55,000.00 - \$69,039.00

Description:

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Position Description

DEPARTMENT: Recreation

TITLE: Recreation Program Manager

CLASSIFICATION: Full-Time, Exempt

SUMMARY OF POSITION: Responsible for the planning, implementation and evaluation of a variety of recreation and educational programs and special events including: day camps; days off school programming; special events; early childhood, youth, teen, and adult variety programming. Hires, schedules and supervises program staff, prepares and monitors budgets and assists with marketing the programs to the community.

SUPERVISION RECEIVED: Reports to the Superintendent of Recreation

SUPERVISION EXERCISED: Directly supervises part-time and seasonal recreation program staff and instructors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops, plans and conducts instructional, recreational, and educational programs and special events that are relevant to the community. Areas of responsibility include but are not limited to day camps; days off school programming; special events; early childhood, youth, teen, and adult variety programming.

- Continually researches and identifies national and local trends in recreation and educational programming and develops similar programs and opportunities for District residents and participants.
- Evaluates programs and special events under assigned area of responsibility. Makes recommendations to improve, modify, continue, or eliminate the program offerings to the public.
- Actively seeks feedback from the public to ensure the current roster of recreational and educational programming, special events and services are meeting the needs of the community and the long and short-term goals of the District.
- Responsible for all aspects of summer camp and days off school programming including hiring, training, scheduling and evaluating staff; developing program curriculum; activities and field trips; coordinating transportation; and coordinating the program with Community Coordinated Child Care (4-C) and the Illinois Department of Child and Family Services.
- Assist in the development and support of marketing and promotional strategies to increase awareness, enrollment, and community engagement in programs and special events.
- Oversee program safety and customer service standards, responding to participant concerns and ensuring compliance with district policies and procedures.
- Monitor financial performance for assigned areas including program revenue and retention; prepare reports and assist with annual budgeting.
- Attends all meetings as requested and maintains open communication with the Superintendent of Recreation & Facilities.
- Perform other related duties as assigned to support the mission of the DeKalb Park District.

PERIPHERAL DUTIES:

- Periodically substitutes for absent staff, program supervisors, or instructors as necessary.
- Instructs and certifies District staff in First Aid and CPR.
- Participates in community groups and committees that relate to area of responsibility.
- Serves on internal District committees or project teams as assigned.
- Attends conferences, seminars, and educational sessions and participates in professional associations as they pertain to area of responsibility.

Qualifications

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Prior experience in coordinating youth programs and/or events required.
- Bachelor's Degree in Parks and Recreation or related field.
- Two (2) – four (4) years experience in youth programs and events.

Necessary Knowledge, Skills and Abilities:

- Knowledge of all phases of recreation programming with an emphasis on youth programming and event development.
- Ability to develop and run innovative programs and facilities that meet the needs of the community.
- Ability to hire, train, lead, and direct staff in an effective manner.
- Ability to communicate effectively both orally and in written format.
- Marketing skills to grow and expand programming initiatives.
- Basic computer skills and an ability to learn and display proficiency at using the District's registration software.
- Ability to interact with customers in a professional manner and resolve complaints and issues in a timely manner.

- Ability to develop and implement program budgets and to be fiscally accountable for areas of responsibility.

PREFERRED REQUIREMENTS:

- 3-5 years of progressively responsible experience with summer camps, before and after-school programs, and/or childcare settings.
- Experience planning or supporting programs and events for all ages.
- Experience developing curriculum, lesson plans, or progressive skill tracks.

SPECIAL REQUIREMENTS:

- Possession of a valid driver's license.
- Must have or obtain certification in First Aid, CPR, and AED.
- Evenings, weekends and holiday hours will be required at times.

PHYSICAL DEMANDS:

The physical demands 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.

While performing the duties of this job, the employee is frequently required to drive, stand, walk, kneel, crouch, climb stairs, see, hear, and speak. The position requires substantial time on the phone, sitting while using a computer and sitting at a desk. The employee may need to stand for prolonged periods of time and be required to walk, run, jog or perform other physical maneuvers in order to demonstrate a skill or component of a program.

The employee will occasionally lift and/or move up to 50 lbs. by themselves and 75 lbs. with assistance.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties associated with this job the employee may work in a combination of office, indoor and outdoor environments. The employee will be exposed to loud noises such as fireworks or noises associated with events with crowds. The position is exposed to outdoor weather conditions, including extreme heat and humidity, cold, rain and/or snow.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference and /or background check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Effective Date: January 15, 2026