



Facility Coordinator

Park District of Oak Park

Contact Name: Desiree Hines

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Closing Date:

Salary: \$22.00 Hourly

Description:

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Overview:

The Facility Coordinator is a Full-Time Position reporting to the Program Facility Supervisor. We offer a competitive compensation of \$22.00 an hour . Our benefit package includes medical, dental, vision, life insurance, flexible spending account, 457 plan(s), IMRF Pension, tuition reimbursement, vacation, holidays, sick time and personal days.

Schedule:

Tuesday-Saturday 3:00pm to 11:30pm. The schedule will adjust with different seasons. E.g. Fall/winter works until Midnight, or until 9pm. Based on business needs.

Job Purpose:

The Facility Coordinator will assist the Program Supervisor with facilitating and managing the operations staff at Ridgeland Common Recreation Complex. The Facility Coordinator leads the operation of the facility and is responsible for managing patron issues and customer service related to the facility, making sure that all patron and safety issues are addressed and reported as necessary. This position will be responsible for ice maintenance/resurfacing, opening, and closing the facility. This position is subject to pre-employment, post-accident/injury, and random drug/alcohol testing program.

Essential functions:

- Supervise operations staff, including Building Supervisor 1 and 2s, Arena Attendants, Aquatic Maintenance Attendants and Custodians when present. Provide constructive direction through observation, ongoing evaluation, mentoring, and progressive discipline when required.
- Manage operations staff schedules, attendance, breaks, and assignments. Manage shift schedules for staff, reduce staff when work load allows, and find replacements for absent.
- Provide building security by monitoring the facility, entrance, grounds and visitors to the facility.
- Communicate and enforce facility rules to staff, participants, and patrons.
- Supervise the daily operational and programming activities at Ridgeland Common, ensuring safe and well-run facility.

- Assist with planning of and conducting staff trainings
- Operate Zamboni Ice Resurfacing Machine, edger and other equipment as necessary. Take ice depth readings. Maintain equipment as assigned. This position requires taking a pre-employment drug test and is part of a random drug/alcohol testing program.
- Perform janitorial responsibilities such as cleaning bathrooms, locker rooms, windows, floors, etc. Supervise custodial staff in performing similar duties.
- Perform snow removal responsibilities, operating snow blowers safely and efficiently.
- Provide customer service by effectively responding to customer questions, comments, needs and concerns.
- Follow all facility cash handling procedures when processing transactions or working with skate shop staff.
- Perform daily mechanical equipment inspections for pool and rink equipment. Maintain a strong understanding in order to troubleshoot errors and perform daily equipment procedures.
- Complete all reports, paperwork, and checklists related to job responsibilities.
- Maintain a complete understanding of Park District emergency action plans and take the lead in the execution of those plans when required; act as a leader in emergency procedure implementation and building evacuation.
- Perform maintenance tasks as needed.
- Perform the roles as a skate shop attendant, cashier, party attendant, or concessions staff member as required.
- Wear the required Park District staff uniform and identification.

Additional functions:

- Assist with events and programs.
- Attend staff meetings and training programs as specified.
- Ensure self and operations staff engage in consistent and frequent communication with patrons regarding facility rules, safety, and other pertinent information.
- Provide support to the Gymnastics Manager as needed.
- Complete other duties as assigned by supervisor or other Park District administrative personnel.

Knowledge, Skills, and Work Experience Required:

- Must be at least 18 years of age.
- High school diploma or GED required; college preferred.
- Must have a valid drivers license.
- Experience supervising staff.
- Experience working in an ice arena preferred but not required.
- Experience working in aquatics preferred but not required.
- Certified Pool Operator or able to obtain within 6 months of hire
- Certification in advanced Cardio Pulmonary Resuscitation (CPR), First Aid and Automated External Defibrillator (AED) within 1 month of employment and keep certification current. The District provides this training.
- Knowledge, experience, and proficiency in Microsoft Office and Computer applications.
- Ability to learn and use all relevant Park District software.
- Must have exceptional customer service skills and the ability to interact with others effectively.
- Must be able to manage staff with varying personalities and needs.
- Must have the ability to be firm with participants (both youth and adults) when necessary, enforce facility rules, and make sound decisions in order to secure the safety and well-being of the all visitors, facilities, and equipment.
- Must be able to complete all required Park District training.

The Park District of Oak Park is an equal opportunity employer!