



Program Manager

Lemont Park District

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Closing Date:

Salary: \$59,089.00 - \$72,518.00

Description:

Job Title: Program Manager

Department: Recreation

Reports to: Director of Recreation and Facilities

FLSA: Exempt

Status: Full-Time Salary

Targeted Hiring Range: \$59,089 - \$72,518

Supervises: Preschool Staff, Day Camp Coordinator, Day Camp Counselors

Job Summary:

The Program Manager is responsible for the planning, development, administration, and growth of the District's Preschool Academy, early childhood, camps, youth and community programming, including veteran-focused events. This role oversees daily operations, staff supervision, budgeting, marketing coordination, and independent contractor partnerships to ensure high-quality, inclusive experiences for participants and families.

The Program Manager ensures programs are fiscally responsible, well-organized, and aligned with District policies and community needs. This position collaborates with families, schools, and community partners to enhance programming, support participant success, and maintain program excellence through strong leadership, staff development, and a commitment to outstanding customer service.

Essential Job Functions and Responsibilities:

- Manage the daily operations, curriculum, and overall administration of the Preschool Academy, Early Childhood programs, Day Camp, youth programs, and assigned special events.
- Serve as a primary resource for staff, students, and parents regarding educational and behavioral matters, collaborating with SEASPAR and other support agencies as needed.
- Coordinate and facilitate assigned programs, including job coaching, volunteer coordination, Special Education Job Cooperative opportunities, and other community-based initiatives.

- Serve as the primary contact for the planning, organization, and implementation of Veteran activities and events.
- Oversee program management, class instruction, and the coordination and administration of assigned special events.
- Collaborate with the Marketing Department to develop and maintain program information, including brochures, website content, press releases, and promotional materials to effectively market assigned programs and events.
- Prepare, administer, and monitor budgets for assigned program areas; evaluate revenues and expenditures to ensure operations remain within approved budget allocations.
- Manage program and event contracts and agreements; ensure compliance with District contractual requirements, insurance specifications, and service expectations.
- Establish and maintain cooperative working relationships with local organizations, businesses, community partners, and volunteers.
- Utilize recreation management, registration, and financial software systems to support program operations and reporting. These include but are not limited to: Rec Trac, ePACT, Class Dojo, Canva.
- Recruit, hire, train, schedule, supervise, and evaluate assigned staff and volunteers.
- Establish goals and objectives for assigned program areas and ensure timely completion of projects and initiatives.
- Attend professional conferences, workshops, and training opportunities to maintain professional knowledge and industry best practices.
- Perform other duties as assigned.

Job Qualifications:

- Bachelor's degree in Recreation Administration, Early Childhood Education, or related field.
- Park and Recreation Administration, customer service and program planning skills are required. Minimum of three years' experience in related field preferred or any equivalent combination of education, experience, and training.
- CPRP preferred.
- Microsoft Word and Excel skills required.
- Valid Illinois Driver's License.
- CPR/AED/First Aid certified within 90 days of hire.

Work Environment:

The physical demands of this position are minimal. Most of your job will be at a desk and takes place in a typical office environment. Perform hand and arm movements as when working on a computer keyboard or calculator. Reading handwritten information and writing legibly. Job may include walking, standing, lifting, twisting, bending, or squatting.

Benefits Offered: In exchange for your time and talent, we offer a generous benefit package.

- Medical & Prescription Coverage
- Dental & Vision Coverage
- Life Insurance (basic & voluntary)
- PATH Wellness Program
- EAP Employee Assistance Program

- Pension Defined Benefit Plan (IMRF)
- 457 Defined Contribution Plan
- Vacation and Sick Time (as defined in our Policy Manual)
- Paid Holidays (as defined in our Policy Manual)
- Tuition Reimbursement (as defined in our Policy Manual)
- Facility Discounts & Usage Benefits

Please go to our website to apply: <https://www.lemontparkdistrict.org/about/employment/>