



General Manager of Recreation Programs

Park District of Highland Park

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Closing Date:

Salary: \$77,399.36 - \$92,500.00

Description:

The General Manager of Recreation Programs is responsible for the overall supervision and operational oversight of recreational programs, special events, and designated facilities. This position helps ensure high quality, inclusive, and accessible recreational experiences for the community, with a values driven focus of offering welcoming, caring and extraordinary experiences. Responsible for providing leadership to staff and assists in the planning, coordination and promotion of programs and events. Manages daily operations and contributes to long term program development and strategic planning. Daily operational and programmatic oversight may include general recreation programs and services, camps, youth enrichment programming, early childhood programming, teen and adult programming, gymnastics programming, rentals or Park School programming, and operational oversight at West Ridge Community Center. May lead or assist with special events.

Supervisory Responsibilities: Directly supervises up to four (4) full-time employees and directly or indirectly supervises multiple

full-time, part-time and seasonal staff. Participate in hiring, training and onboarding staff; provides ongoing supervision, coaching and professional development; conducts performance reviews and corrective action as needed; ensures staff compliance with policies, procedures and customer service standards; assists in the development of team goals and fosters a positive, inclusive work environment.

Essential Job Duties

- Responsible for managerial oversight of staff and operations of general recreation programming and specials events, including but is not limited to planning, coordinating, and supervision of early childhood, youth, and adult programs, art programs, performing arts, variety programming, special events, rentals, enrichment programs, and other district wide recreation programs as assigned by the Director of Recreation.
- Monitors facility areas of oversight to ensure equipment and facility care associated with the delivery of recreation services is in excellent condition and makes recommendations on repairs, replacements, or improvements, in coordination with facility managers.
- Plans, organizes, and executes community wide special events.

- Creates and recommends a detailed annual operating budget for areas of oversight including summer camps, early childhood programs, art programs, performing arts, variety programming, special events, and all areas of responsibility, including estimates of all sources of revenues and expenses; makes recommendations on all fees and charges; explains the necessity of items in the budget to the Director; supervises the expenditure of funds once the budget is approved.
- Adhere to the district's policies and procedures and ensure that they are being followed.
- Prepares monthly, quarterly, and annual reports, including end of season reports, financial reports, board and variance reports, enrollment reports, and other reports as requested.
- Collaborates with the Communication/Marketing Department for dissemination of news releases, flyers, brochures, and other public relations and materials.
- Coordinates with the Parks, Registration, and Maintenance departments for building repairs and rentals that can affect areas of responsibility.
- Purchases supplies and equipment used in areas of responsibility.
- Leads districtwide camp committee with the assistance of co chairs to support program planning and operations; may directly supervise assigned summer day camp(s) with assistance of a Camp Director(s)
- Keeps Director of Recreation informed on all matters having a significant effect on the operations of the Recreation Department; advises the Director of Recreation in the evaluation, alteration and formation of ordinances, policies and procedures relating to recreation services.
- Responsible for assessing and evaluating the recreation needs of the community including measuring and analyzing the effectiveness of the recreation services offered, including whether recreation services should be added, improved upon, or eliminated.
- Conduct continuing studies and surveys of recreational services including market and trend analysis.
- Maintain confidentiality of sensitive information regarding district matters.
- Serves as District representative on assigned committees and community groups.
- Assists with coordination of affiliate groups and volunteers.
- Display a positive image of the district to employees, patrons, partners, and the community; proactively build community relationships with potential partners, vendors, and volunteer groups in promotion of Park District facilities and their associated recreational programs.
- Attend Park District Board and Committee meetings as required; prepare documents and present to the Board as required.
- Perform other duties as assigned.

Education and Experience: Bachelor's degree (B.A.) from four-year college or university, with a degree in Parks and Recreation, Education, or similar field; five (5) years of progressive experience in recreation programming or facility management with at least two (2) years in a supervisory role; or equivalent combination of education and experience. Knowledge of recreational programming, and facility operations is required.

Required Skills/Abilities:

- Strong leadership and interpersonal skills.
- Strong analytical and problem-solving skills.
- Ability to manage multiple priorities and meet deadlines.
- Excellent verbal and written communication skills.
- Excellent active listening skills.
- Proficient with recreation software systems and Microsoft Office Suite.
- Ability to act with integrity, professionalism, and confidentiality
- Ability to work flexible hours, including evenings and weekends as needed.
- American Red Cross CPR/AED Certification or ability to obtain within three (3) months of hire.
- Valid Driver's License

- Certified Park and Recreational Professional, CPRP, preferred.

Classification: Full-time, Exempt

Wage Range: \$77,399.36 - \$92,500.00

Physical Requirements: The physical requirements 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 of the job. While performing the duties of this Job, the employee is regularly required to sit and talk or

hear. The employee is frequently required to stand; walk and grasp/manipulate and/or reach with fingers, hands, and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee operates a variety of office equipment, including computer hardware, telephone, and printer. The employee may periodically need to walk or maneuver on uneven or slippery surfaces indoor or outdoor surfaces.

Working Conditions: While performing the duties of this job, the employee typically works in an indoor office environment within a recreation facility and sits for prolonged periods of time. Employee may occasionally spend time outdoors and in various program settings to oversee events and programs. Employee may be exposed to walking on uneven indoor surfaces. Exposure to varying weather conditions during outdoor activities may occur for short periods – heat/cold, wet/humid, and dry conditions. The noise level in the work environment is usually moderate and loud on occasion.

Benefits: The Park District of Highland Park offers the following comprehensive benefits package:

- Medical Insurance (Blue Cross Blue Shield HMO or PPO)
- Dental Insurance
- Vision Insurance
- 4 Weeks Paid Maternity/Paternity Leave
- Company Paid Group Term Life Insurance
- Voluntary Supplemental Life Insurance
- Pension/Benefit Plan (IMRF)
- Deferred Compensation Plans
- Flexible Spending Accounts (Health and Dependent Care)
- Ten (10) Paid Federal Holidays
- Paid Vacation
- Three (3) Floating Holidays
- Twelve (12) Paid Sick Days
- Incentivized Wellness Program
- Health & Fitness Membership
- Outdoor Pool Membership and Seasonal Beach Access
- Program and Facility Discounts on a variety of recreational activities including Golf, Racquet Sports, and Ice Skating.

The Park District of Highland Park is an Equal Opportunity Employer

Apply at: General Manager of Recreation Programs