



Recreation Manager - Athletics

Streamwood Park District

Contact Name: Adam Vasquez

Contact E-mail: avasquez@spdcare.com

Contact Phone: 630-483-3090

Closing Date:

Salary: Starting at 57,000 depending on qualifications

Description:

Apply through our website streamwoodparkdistrict.org or directly at:

<https://www.applitrack.com/streamwood/onlineapp/default.aspx?Category=Recreation+Facilities&AppliTrackJobId=386&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1>

Job Summary

Under the direction and supervision of the Superintendent of Recreation, the Recreation Manager is responsible for the overall running and operations of assigned athletic programming for ages early childhood through adults including but not limited to contractual sports classes, flag football, volleyball, and basketball. Employee will be responsible for the development and implementation of additional youth/adult general interest programming as assigned. The Recreation Manager is on call as needed. Hours per week 40 with nights and weekends as scheduled. This is an at-will position.

Qualifications

- Must have a Bachelor's Degree in Parks and Recreation Administration, Sports Management, or related field.
- Minimum of two years of full-time experience in related field or an equivalent combination of education and experience.
- Must have experience in managing athletics and/or youth programs.
- Must have a valid Illinois State Driver's License.
- Must be Red Cross CPR/AED certified within (6) months of hiring.

Essential Duties & Responsibilities

- Employee will be responsible for assigned athletic programming of early childhood through adults including but not limited to contractual sports classes, flag football, soccer volleyball, and basketball.
- Employee must assist with all special events.
- Employee is responsible for takedown and storage of supplies, equipment and related material.
- Employee will be responsible for the implementation of youth general interest programming and additional programming as assigned.
- Develop and implement Volunteer program and coordinate with proper staff.

- Employee must assist in customer service, which include, but not limited to customer issues, comments, complaints, and concerns and respond to internal and external phone calls, e-mails, comments, and suggestions in a timely manner.
- Employee is responsible for supervising seasonal and part-time staff by communicating job expectations, job training, coaching duties and responsibilities, performance evaluation, recognition and discipline.
- Employee is responsible for preparing budgets, financial reports, and staffing needs, while making any recommendations for revenue and expenditures. Employee must be able to propose the appropriate purchase of supplies, materials, and equipment.
- Employee must coordinate scheduling of programs and events with appropriate managers, supervisors, and coordinators. And seasonally and annually evaluate assigned programs, services and facilities.
- Employee must follow all established procedures for reserving and utilizing District equipment, supplies, room usage, and vehicles
- Employee must work with Marketing Department to prepare and proof seasonal materials and information for brochure, website, and registration.
- Employee must work with Finance Department for reviewing and approving employee payroll for employees they supervise. And for approval and entry of purchase orders, invoices, and credit card purchases.
- Employee is responsible for managing property and equipment through ensuring appropriate levels of safety and cleanliness, by completing the maintenance themselves or identifying and initiating Parks Department work order requests and repairs.
- Employee must perform all job tasks within the rules and guidelines of the Streamwood Park District's safety program, including but not limited to maintaining safety records and materials for health department, audits, and PDRMA for the responsibility areas and facilities to ensure a high level of safety within all programs, facilities and events.
- Employee must demonstrate, lead, and support the park district's mission statement, vision, and core values, as well as implement and complete personal, department, and district strategic plan and goals.

Secondary Duties & Responsibilities

- Employee must attend management and board meetings, as needed, and provide information and input to the management team, the Executive Director and Board of Commissioners.
- Employee must be able to prepare and communicate written and verbal reports for management staff and board regarding their responsibility area using research, data, and supporting information.
- Employee must work periodically on special projects, outside the context of human resources, as assigned by HR.
- Employee must get involved with appropriate community organizations to support and gain knowledge of the community.
- Employee must be able to attend workshops, and seminars pertaining to employee's position, as needed, for new ideas, developments, regulations, and techniques.

- Employee must be prepared to assist with any emergency procedures and facility evacuations as needed.

Pay Information

Pay Range 57,000-65,000

Starting at 57,000 depending on qualifications

Target Rate is 60,000 per year for someone meeting all qualifications and 3 years of verifiable experience

Benefits We Offer

Please see applicable benefits at: [SPD-PayTransparency-WebsiteDisclosure-2025.pdf](#)