



Recreation Manager

River Forest Park District

Contact Name: Karen Stille

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Closing Date:

Salary: \$55,000

Description:

Working Hours: The Recreation Manager is a full-time position working a minimum of 40 hours per week. The hours for this position vary with weeknights and weekends required, depending on the season. The scheduled work hours for this position are Monday – Friday, 8:30 AM to 5:00 PM, including ½ hour unpaid lunch.

Summary: The Recreation Manager is responsible for managing all in-house and contracted summer camps, early childhood/youth programs, the dance program, and birthday parties. The Recreation Manager directly manages program and facility staff, contractors, and volunteers.

Qualifications: Bachelor's degree in park and recreation or closely related field. A minimum of 2 years' experience in recreation programming management with preference given to those individuals with a parks and recreation background. Basic knowledge of computers. A valid Illinois State Driver License (Class D). Ability to become a Certified Park and Recreation Professional (CPRP) within 2 years.

Immediate Supervisor: The Recreation Manager reports to the Superintendent of Recreation. All summer camp staff, recreation program staff, dance program staff, and birthday party staff directly to the Recreation Manager.

Essential Functions:

1. Communicate with the Superintendent of Recreation regularly on Park District matters.
2. Prepare board reports, financial reports, and administrative reports as needed.
3. Prepare and maintain the fiscal control of the recreation department budget in the areas of summer camps, childhood/youth programs, dance program, and birthday parties.
4. Recruit, hire, train and coach all staff reporting to this position.
5. Prepare payroll for all staff directly reporting to this position.
6. Plan and prepare performance appraisals.
7. Manage all in-house and contracted summer camp programs:
 - a. Supervise in-house summer camp staff. Fill in as a Summer Camp Director as necessary.
 - b. Inventory and order summer camp supplies and uniforms.
 - c. Create and communicate a weekly e-newsletter that is distributed to summer camp participants.

8. Manage all early childhood/youth recreation programs:
 - a. Supervise in-house program staff. Fill in as an instructor as needed.
 - b. Hire and supervise early childhood/youth contractors, and obtain Independent Contractor Agreements and COI's.
 - c. Inventory and order program supplies.
9. Manage the dance program:
 - a. Supervise in-house dance program staff. Fill in as an instructor as needed.
 - b. Hire and supervise dance contractors., and obtain Independent Contractor Agreements and COI's.
 - c. Develop, implement, and directly manage dance program curriculum.
 - d. Inventory and order dance supplies, decorations, costumes, and shirts.
10. Manage the birthday party program:
 - a. Coordinate with party participants their themed birthday party preference and collect payment to be submitted to the Finance Supervisor.
 - b. Coordinate with the contractor the birthday party date, service to be performed, and payment. Obtain Independent Contractor Agreements and COI's.
 - c. Schedule birthday party staff and program rooms. List party details on the shared Google Calendar.
 - d. Supervise birthday party staff. Fill in for birthday party staff as needed.
 - e. Inventory and order birthday party supplies.
 - f. Set up and take down of birthday parties.
11. Plan and prepare program room set-up requests for the maintenance department.
12. Collaborate and coordinate program space with local schools and organizations.
13. Prepare and monitor registration information through ActiveNet software system and manage waitlists, refunds, and program transfers.
14. Work with the Superintendent of Recreation to effectively market all summer camp, early childhood/youth programs, the dance program, and birthday parties. Develop and submit seasonal Fun Guide, monthly newsletter, fliers, and social media information to the Superintendent of Recreation.
15. Demonstrate exceptional customer service skills in all communications.
16. Promote a quality loss control/safety program for the Park District.
17. Perform any duties as assigned by the Superintendent of Recreation.