



Program Manager -Glenview Community Ice Center

Glenview Park District

Contact Name: Kayla Lindgren

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Closing Date:

Salary: 72,758.40-78,000

Description:

“Recreate” a better life with a career in the field of Parks & Recreation!

JOB SUMMARY

The Program Manager is a key strategic leader at the Glenview Community Ice Center, driving program growth, financial performance and operational excellence. This position is responsible for building strong relationships with staff and customers to continue to drive improvement and program growth. Responsible for overseeing all Ice Center Programs and Special Events. Direct Supervisor for Figure Skating Director, Hockey Director and Customer Experience Supervisor. The Program Manager essential functions include, but are not limited to:

JOB RESPONSIBILITIES

- Oversees all internal programs, drop ins and special events. Reviews and updates programs and services to meet patron needs and expectations. Seeks new program and special event revenue opportunities.
- Develops all budget and administrative areas related to front desk, special events, figure skating, hockey, karate, and camps.
- Drives budget performance through strategic program management and promotion, revenue growth, cost savings, and continuous improvement of the customer experience.
- Build strong relationships with staff and customers to understand needs, identify programming opportunities and drive program revenue growth.
- Directly oversees programs that collaborate with independent contractors, responsible for maintaining agreements and certificates of insurance for ICAs.
- Manages scheduling of ice and facility spaces to maximize program utilization and revenue.

QUALIFICATIONS

- **Education:** Bachelor's degree in Parks & Recreation, Business Administration, Sports Management or related field required. Will consider significant and material experience in lieu of formal education.
- **Experience:** At least 5 years relevant experience. Prior supervisory experience required.
- **Certifications / Memberships:** Professional certification(s) and/or active membership in a professional association desirable.
- **Licenses:** Valid Illinois driver's license required.

SCHEDULING & PAY

- This is a full time year round position. Daily schedule will vary based on program, special event and facility needs, with frequent nights and weekends based on program and facility needs.
- Target hiring range is \$72,758.40-\$78,000, dependent on qualifications. Full pay range is \$72,758.40-\$105,500.74.

BENEFITS WE OFFER:

In exchange for your time and talent, we offer a generous benefit package, including:

- Medical Coverage – PPO or HMO
- Dental Coverage
- Prescription Coverage
- Vision Coverage
- Life Insurance
- Short- and Long-Term Disability (IMRF)
- Short-Term Disability Supplemental (Aflac)
- Pension/Defined Benefit Plan (IMRF)
- 457 Plan/Defined Contribution Plan
- Paid Time Off & Paid Emergency Leave
- Tuition Reimbursement
- Professional Membership Dues Reimbursement
- Public Service Loan Forgiveness
- Park District Facility Discounts and Usage Benefits

FOR MORE INFORMATION

Contact Kayla Lindgren at 224-521-2088 or Kayla.Lindgren@GlenviewParks.org

External applicants: Visit us at www.GlenviewParks.org – click on “Jobs” at the top of the page.

If interested, please apply by **October 2, 2026**. Recruiting and interviewing will begin immediately.

The Glenview Park District is an Equal Opportunity Employer.