



Superintendent of Recreation Facilities

Elk Grove Park District

Contact Name: Nick Kapetan

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Contact Phone: 847-228-3504

Closing Date:

Salary: \$86,666 - \$100,366

Description:

JOB SUMMARY

Responsible for the development and implementation for recreation operations for revenue-producing Park District facilities. Responsible for the management of facility operations at the Pavilion Community Center, Al Hattendorf Center, Pirates' Cove and Rainbow Falls. Provides leadership to recreation staff and develops a high-spirited, innovative and participatory work team. Ensures high levels of service quality in facility operations and programs.

ESSENTIAL JOB FUNCTIONS

- Management of revenue-producing recreation facilities for the community including facility operations at Pavilion Community Center, Al Hattendorf Center, Pirates' Cove and Rainbow Falls. This includes service quality initiatives, evaluation and market research techniques, reviewing and updating operational guidelines, and evaluation of existing facilities.
- Oversee full time staff and management of the Fitness Center, Aquatic Facilities (PAC and Rainbow Falls), Pirates Cove, Rentals, Custodial and Security.
- Management of general recreation programming and facilities for the community. This includes service quality initiatives, evaluation and market research techniques, new program generation, and evaluation of existing programs.
- Develop long term facility planning and vision.
- Work cooperatively with the Superintendent of Recreation Programs to ensure operational excellence in various facilities and programs.
- Provide leadership to all full time and part time employees within the Recreation Division.
- Reinforce organizational vision, mission, and value statements.
- Oversee aquatics, fitness, rentals, custodial and security operational budgets and foster the growth of financial knowledge of the Recreation staff.
- Work with various community groups and organizations in achievement of goals.
- Performs the job safely and in compliance with district policies, procedures, work and safety rules.
- Work with the Parks and Planning Department and Risk Manager to ensure building safety, cleanliness, and building maintenance to its highest degree.
- Collaborate with other Divisions within the District to deliver the highest quality of programs, events and services to the community.

OTHER JOB FUNCTIONS

- Develop detailed reports to analyze and make recommendations for continuous improvement.
- Work as a team member of the Management Team.
- Generate continuous revenue growth in facilities and associated programs.
- Work with various community groups and organizations in achievement of goals.
- Alternate attending NWSRA Superintendents Meeting with the Superintendent of Recreation Programs in order to network with neighboring park districts.
- Facilitate facility meetings as needed.
- Assist with the planning and development of community special events.
- Assist with the planning of future Capital Projects.
- Other duties as assigned.

SPECIAL CONSIDERATIONS

- Required to attend meetings and community events outside the regular work day.
- Required to make decisions that may be emotional, but in the best interest of the District.
- Subject to both inside and outside environmental conditions.
- Physical agility to maintain mobility from site to site.
- Manual dexterity required for frequent manipulation of trade tools.
- Subject to modified/flexible work schedule.
- Good knowledge of pertinent safety precautions.
- Ability to maintain positive and effective working relationships with other employees.

MINIMUM QUALIFICATIONS

- Knowledge of recreation programming.
- Knowledge of marketing principles.
- Knowledge of facility management.
- Financial skills including generation of revenues, controlling expenses, development of annual budget, and forecasting future requirements.
- Ability to generate or conceive new or innovative ideas. Ability to think beyond traditional paradigms.
- Ability to work in a team-based environment.
- Leadership abilities that support employee participation and involvement.
- Ability to select from possible alternative methods, the method of processing information that leads to the potentially best answer or solution to a problem.
- Presentation skills.
- Effective interpersonal skills.
- Ability to learn basic statistical process control skills that relate to quality initiatives.
- Knowledge of skills relating to excellence in service quality and customer feedback mechanisms.
- Skilled in written and verbal communication.

QUALIFYING EDUCATION AND EXPERIENCE

The above knowledge and skills may be demonstrated by a Bachelor's Degree in Park and Recreation Administration or a related field, plus a minimum of 5 years' experience in both facility management and recreational programming. In addition, supervisory, recreational administration, and marketing experience is required. Evidence of strong management, leadership, organizational, and communication skills.

Elk Grove Park District is an Equal Opportunity Employer

Summary of Benefits

All applicants must apply at <https://elkgrovecparks.bamboohr.com/careers/372>

