SPRC Facility Manager

Geneva Park District

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Closing Date:
Salary: Hiring Range $60,500-$70,500

Description:
Position
Stephen Persinger Recreation Center Facility Manager

Summary:
Under the direction of the Superintendent of Recreation, the Stephen Persinger Recreation Center (SPRC) Facility Manager is responsible for the planning, coordinating and supervision of all operational and program functions for the SPRC, Stone Creek Miniature Golf Course and assigned programs/special event responsibilities.

Supervisor:
The SPRC Facility Manager reports to the Superintendent of Recreation and the Executive Director.

Qualifications:
Graduate of a college or university with a minimum of a Bachelor's Degree in recreation administration or closely related field; three years full time experience in public recreation facility management; or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities. Certification by a professional association and record of ongoing participation in continuing education seminars and workshops is desirable.

Hours:
The SPRC Facility Manager shall have varying hours due to programs, special events and facility operating hours. Due to the varying nature of the work, evening and weekend hours of duty are expected.

Essential Functions:
Administration:
1. Maintain accurate and current records including personnel, payroll, daily attendance, daily receipts, memberships, registration, inventory and schedules, and other miscellaneous statistics as necessary for the operation and management of the SPRC, Stone Creek Miniature Golf Course, and assigned programs/special events.
2. Evaluate the effectiveness of services provided at the facility and make recommendations on

modifications of existing services and the introduction of new services.
3. Prepare annual and special reports for SPRC, Stone Creek Miniature Golf Course, and assigned programs/special events.
4. Implement operating procedures established by the Superintendent of Recreation, Executive Director and the Board of Commissioners.
5. Oversee the building and counter operations during operating hours in accordance with the policies established by the Superintendent of Recreation, Executive Director and the Board of Commissioners.
6. Oversee the completion of all front desk operations including computer work, filing and inventory of supplies.
7. Oversee registration services provided through the SPRC front desk.
8. Oversee the scheduling and rental operations of SPRC.
9. Plan and oversee assigned programs/special events, including staffing, scheduling, training, vendor coordination, and event logistics.
10. Review and recommend the need for replacement of all equipment.
11. Other duties as assigned.

Finance:
1. Prepare and administer the annual budget for SPRC, Stone Creek Miniature Golf Course, and assigned programs/special events within the Recreation Department. Authorization of budget and expense is through the Superintendent of Recreation.

Communications:
1. Inform the Superintendent of Recreation and other staff members of all pertinent matters.
2. Establish internal communication of the staff throughout SPRC and Stone Creek Miniature Golf Course.
3. Coordinate with the Marketing & Sponsorship Manager to promote assigned facilities and events.
4. Develop and maintain cooperative working relationships among staff members, program participants, public agencies and community organizations.

Personnel:
1. Oversee recruitment, hiring, training, scheduling, and evaluation of staff for assigned facilities and events.
2. Supervise the SPRC Customer Service Manager, custodians, and assigned facilities and event staff.
3. Oversee work schedules of all assigned full-time and part-time personnel.
4. Conduct staff meetings and/or in-service training programs on a regular basis.

Planning:
1. Maintain an adequate inventory of all supplies needed at the facility including maintenance supplies.
2. Recommend repairs or replacement of facility equipment and arranges for repairs of facility with Superintendent of Recreation.
3. Maintain an awareness of current trends in fitness to be incorporated as a part of the comprehensive plan of the Park District.

Safety Program:
1. Implement facility safety code and preventive maintenance program for the facility equipment.
2. Understand the Park District safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Safety Committee as soon as possible.

3. The SPRC Facility Manager may be designated as Safety Committee Co-Coordinator. In addition to this job description, this employee must adhere to the Safety Coordinator Job Description located in the Safety Manual, Section 5.01.

Marginal Functions:
1. Assist all employees of the Park District as needed.

Physical Requirements:
1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:
1. Resolve differences and problems that arise with patrons and employees.
2. The SPRC Facility Manager must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when driving to meetings or when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.
4. The SPRC Facility Manager must exhibit good computer skills in order to perform all duties efficiently and effectively.

To apply, please visit:
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