Recreation Manager – Athletics

Downers Grove Park District

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Closing Date:
Salary: $66,000

Description:
Full Time – Downers Grove Park District
Hiring Salary: $66,000

The Opportunity
Do you enjoy leading athletic programs, developing recreation programs, and creating experiences that bring the community together? The Downers Grove Park District is seeking an enthusiastic, organized, and motivated Recreation Manager to lead youth and adult athletic leagues, oversee Adventure Falls Spray Ground, Mini Golf and Concessions, and support the growth of recreational opportunities.

This position offers an exciting opportunity to lead established programs while identifying new ways to engage residents and expand recreational opportunities. Responsibilities include managing a youth soccer league serving approximately 1,500 participants seasonally, coordinating adult sports leagues, and overseeing seasonal operations at McCollum Park's Adventure Falls Spray Ground and Mini Golf Course.

We're looking for a creative, hands-on leader who enjoys managing complex operations, building relationships, and developing new opportunities for our community.

What You'll Do

- **Youth Athletics:** Manage our large-scale seasonal youth soccer leagues, including registration, team formation, scheduling, volunteer coach coordination, and communication with families.
- **Adult Athletics:** Coordinate adult recreational sports programs, including drop-in soccer, indoor and outdoor volleyball leagues, and seasonal softball leagues. Responsibilities include scheduling, league coordination, and supporting a positive participant experience
- **Program Development:** Identify opportunities to expand and create athletic programs, events and/or leagues.
- **Adventure Falls Operations:** Oversee the operations of Adventure Falls Spray Ground, Mini Golf, and concessions, with support from a part-time coordinator. Responsibilities include staffing, food orders, supplies, rentals, customer service, and ensuring a positive guest experience.

- **Staff Leadership:** Recruit, hire, train, schedule, supervise, and evaluate part-time and seasonal staff while fostering a positive, team-oriented work environment.
- **Budget & Operations:** Develop and manage program and facility budgets, monitor financial performance, and identify opportunities to improve operations and customer experience.
- **Collaboration:** Work closely with Parks, Facilities, Marketing, and other Recreation staff to coordinate field conditions, facility use, maintenance needs, weather-related decisions, and program promotion.

Qualifications

- Bachelor's degree in Recreation Administration, Sport Management, Exercise Science, or a related field preferred, and a minimum of three years of supervisory experience in public-sector recreation.
- Minimum of one year of experience organizing and supervising athletic leagues or programs.
- Strong leadership, organizational, communication, customer service, and problem-solving skills.
- Ability to manage multiple priorities, work independently, and collaborate across departments.
- Experience operating concession stands and managing recreation budgets preferred.
- Certified Park and Recreation Professional (CPRP) preferred.
- Certified Pool Operator (CPO) and Food Handler certifications required prior to May 2027.
- CPR/First Aid/AED certification required (training provided by the Park District).
- Proficiency with Microsoft Office and experience with RecTrac recreation management software preferred.
- Valid driver's license required.
- Ability to perform physical activities associated with program and facility operations, including lifting, standing, walking, bending, and moving equipment or supplies.

When You'll Work:
Schedule: This is a full-time, exempt, in-person position with a typical Monday–Friday schedule. Regular on-site attendance is required. This is not a remote or hybrid position.
Evenings & Weekends: Evening and weekend availability is an important part of this position to support athletic leagues, programs, facility operations, rentals, and special events. Employees should expect to work outside regular business hours as needed, particularly during athletic league seasons, summer facility operations, and special events. The frequency of evening and weekend hours will vary throughout the year based on seasonal and operational needs.

Benefits

- **Health:** Medical, dental, and vision insurance. Coverage begins on the first day of the month following 30 days of employment.
- **Time Off:** Sick and personal days, plus 2 weeks of vacation after 90 days (increases to 3 weeks after one year).
- **Retirement:** IMRF pension plus optional 401(a)/457 retirement savings plans.
- **Perks:** Free fitness membership, discounted recreation programs, and a collaborative team environment.

Join Our Team!
If you're ready to lead exciting athletic programs, create memorable community experiences, and help shape the future of recreation in Downers Grove, we'd love to hear from you!

How to Apply

Interested candidates should apply online at dgparks.org/careers-opportunities. Please include a cover letter and resume. **Important:** Please combine your cover letter and resume into one document and upload it in the "Resume" section of the online application.