



Falcon Park Assistant Manager

Palatine Park District

Contact Name: John Wilhelm
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Contact Phone:
Closing Date:
Salary: \$45,000 - \$49,725

Description:
PALATINE PARK DISTRICT

Position: Falcon Park Assistant Manager

The Falcon Park Assistant is responsible for assisting with the day to day operations of the facility which includes planning, scheduling and marketing of adult leagues, programs, special events, parties, and rentals; in addition to supervising all needed support staff. Hire, train, schedule, supervise and evaluate part-time, bartenders program staff and birthday party instructors. Conduct staff meetings when necessary. Assist with supervision of all facility support staff. Serve as manager on duty during regular scheduled evenings and weekends as assigned. Monthly schedule will consist of early or late shifts, weekdays and weekends, with some flexibility depending on the needs of the facility.

Falcon Park Assistant is a full time, benefitted, exempt position reporting to the Falcon Park Facility Manager.

Qualifications and Education

Minimum two years' experience in recreation, sports programming or facility management preferred. Rental and/or banquet scheduling knowledge preferred. Strong part-time supervisory skills. Degree in Parks and Recreation, related field or equivalent experience. Fluency in Spanish or Polish preferred but not required.

Abilities and Skills

Energetic person with strong organization and time management skills, good problem solver and positive attitude. Ability to deal effectively with challenging situations. Must have a high level of customer services skills. Budgeting skills, creativity, and bringing forward new ideas and suggestions to enhance facility operation. Experience with computers required and Rec Trac recreation software preferred. Attain valid adult CPR/AED certification within six (6) months of employment and maintain throughout employment.

Falcon Park Recreation Center is a 49,000 square foot facility that includes an indoor turf field, gymnasium (2 basketball/3 volleyball courts) a walking track on the mezzanine over the gymnasium, program/meeting room/banquet rooms, and administrative offices.

Excellent benefit package including: Retirement Plan, paid time off (vacation, sick, holiday, personal) medical, dental and life insurance, annual fitness center pass, pool pass and free and/or subsidized Park District activities and events for employees and family members.

Apply online at www.palatineparks.org under the Job tab / Full-time.

Closing Date: Open until filled

Starting Salary Range: \$45,000 - \$49,725 depending on qualifications and experience

The Palatine Park District is an Equal Opportunity and Reasonable Accommodation Employer.