



Recreation Program Manager

Cary Park District

Contact Name: Erica Hall

Contact E-mail: ehall@carypark.com

Contact Phone: (847) 639-6100 x 117

Closing Date:

Salary: \$39,000-\$43,000

Description:

Duties: The Recreation Program Manager is responsible for the administration, organization and management of programs in the Recreation Department with emphasis in Preschool, Early Childhood, E.T. KidZone (before and after school program), Special Events, and Adult General Interest. Also must cooperatively work with independent contractors and contracted service providers.

This full-time (non-exempt) position requires an energetic and creative individual who possess outstanding communication, interpersonal and organizational skills. Must be able to work varying hours to meet program, special event and facility needs and perform the physical demands of the position. Other required tasks, duties and responsibilities include planning, customer service, public relations, safety & risk management, personnel, financial and facility management. As needed, this position will require driving agency vehicles which includes 14 passenger minibus. A detailed job description is available on request.

Qualifications: Minimum requirements for this position include a Bachelor's Degree in Parks, Recreation or Leisure Services Administration or related field with a minimum of 1 year full time experience in the field. CPR/AED certification and a valid driver's license are required. Individuals who have achieved Certified Recreation and Park Administration status are preferred.

To apply for this full time position, a cover letter, resume and references must be submitted via mail or email. Emailed resumes should be sent to: ehall@carypark.com with Job Posting in the subject line. Mailed resumes should be sent to the Community Center to the attention of Erica.

Address: 255 Briargate Rd, Cary, IL 60013