



Recreation Manager of Gymnastics, Cheer and Ninja

Bolingbrook Park District

Contact Name: Kai Wahlgren

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Contact Phone: 630-783-6532

Closing Date:

Salary: \$52,004-\$58,505

Description:

Qualifications:

Graduate from an accredited college or university with a BS/BA degree in recreation and parks administration or related field. Minimum of 3 years' supervisory experience preferred. Applicants must have a thorough knowledge of program management and special event administration with the ability to effectively communicate these practices to others. Applicants must have strong customer service, organizational, and management skills. And the ability to recognize safety concerns and provides a safe environment. Knowledge of Microsoft Office Suite of Programs and Rec Trac. CPR, First Aid and AED certified and CPRP preferred.

Duties:

Under the direction of the Superintendent of Recreation; this position is responsible for the planning, promotion, implementation, supervision and evaluation of the Gymnastics/Cheer/Ninja programs, competitive Gymnastics/Cheer teams, special gymnastic groups, events and other assigned programs. Recruit, hire, train, evaluate and discipline staff and instructors for assigned programs and responsibilities creating an environment of positivity and teamwork. Provide a program of continuous in-service training for all assigned staff.

Review, analyze, and prepare all budgets; prepare annual, monthly, and quarterly reports representing key performance measurements for all assigned areas. Create seasonal program plans through the evaluation of community/customer need. Solidify program plans through the development of seasonal brochure, facility reservation process, activity/brochure proofing cycles and communicating all program plan information updates and status changes. Collaborate with the Marketing Team to promote programs and events through various marketing tools. Notify other department managers on needs for programs, exhibitions, meets, events and community functions.

Explore alternative funding through grants, sponsorships, partnerships, in-kind donations and cooperatives. Establish and maintain effective and cooperative relationship with civic and community agencies and volunteers. Day to day operations require collaboration with program managers/supervisors and the Customer Care Manager.

Apply:

Please submit cover letter, resume and references online at:

https://www.appone.com/MainInfoReq.asp?R_ID=4255782&B_ID=83&fid=1&Adid=0&ssbgcolor=273A5B&SearchScreenID=18945&CountryID=3&LanguageID=2