



EMPLOYMENT OPPORTUNITY

Recreation Manager

Location: West Chicago Park District

Start Date: Open until filled

Salary: Exempt - \$47,500 – 56,250 DOQ

Contact: Gina Radun, gradun@we-goparks.org

General Description:

Recreation Manager, under the direction of Superintendent of Recreation, is directly responsible for the organization, planning, staffing, training, maintenance, supervision and programming for all Aquatic facilities and programs, Preschool programming, and the agency Safety Program. This includes but not limited to, programming, brochure preparations, cash handling, budgeting, expenditures, record keeping and reporting, conducting monthly meetings, working closely with PDRMA and coordinating mandatory/suggested safety trainings district-wide. Responsible for overseeing two full time staff members and acting as a resource for the program areas they oversee; Before/After School, Summer Camp, Fine Arts, Youth, Teen, Senior and Special Event Recreation programming and agency-wide CPR/AED/First Aid program. Act as Chairperson of the Safety Committee, oversee PDRMA field visits and audits, assure compliance to OSHA regulations as well as assume responsibility for accident/incident investigation and reporting. The position full-time office hours are 9am-5pm, but additional hours may be required to accommodate evening or weekend facility and/or program management.

Qualifications:

Education: A Bachelor's Degree in recreation, physical education, or a closely related field from an accredited college or university, or equivalent work experience, is required.

Experience: Minimal of 4 years of experience in a combination of aquatics, risk management, facility management, budgeting and staffing. Experience as committee chairperson or member helpful.

Requirements:

- Starguard Lifeguard Instructor certified (or obtain prior to May 2020).
- Aquatic Facility Operator (AFO) or Certified Pool Operator Certification (CPO), (or obtain prior to May 2020).
- Valid CPR, AED, and First Aid certification within six months from date of hire.
- Problem-solving, analytical, organizational and interpersonal skills.
- Knowledge, creativity and skill in programming and facility management.
- Understanding of the principles, practices, and objectives of aquatics and recreation programming.
- Excellent oral and written communication skills.
- Proficient computer skills including Microsoft Word, Excel, Publisher and Outlook.
- Experience working with Vermont Systems Recreation Software (RecTrac) is a plus.
- Must demonstrate the ability to read, write and speak English (Bi-lingual is a plus).
- Must be able to Chair the Park District Safety Committee.
- Must be able to conduct and train staff in the operation of the Turtle Splash filtration system.
- Must work closely with the Superintendent of Parks and staff for building and mechanical repairs.