

Job Announcement
Washington Park District

Job Title: Recreation Manager

Location: Washington, IL

Salary: \$48,000-\$60,000 DOQ

Qualifications: Bachelor's degree in recreation or related field; 3 years experience in recreation program management and/or facility management and strong leadership skills. Work history should show a yearly increase in areas of responsibility. Additional experience in athletics and/or aquatic facility management is a plus. CPRP preferred.

Description: Under the direction of the Executive Director, the Recreation Manager is responsible for planning, promotion, and administration of a comprehensive recreation program for the residents of the Washington Park District. The Recreation Manager shall plan, organize, supervise and coordinate all work activities of the Recreation Department including the recreation staff, facility, programs and services. Main areas of concentration are REACH (before and after school program), Pre-K, early childhood, dance, tumbling, athletics, and special events. Candidate should have capable computer skills in word processing, spreadsheets and quickly able to learn recreation program registration software as well as basic social media experience. The Recreation Manager is also responsible for coordinating the production of our 3 yearly brochures and other marketing tasks. Special consideration will be given to a candidate with athletic programming experiences.

Submit an Application, Cover Letter and Resume to:

Washington Park District
Attn: Brian Tibbs
105 S. Spruce St.
Washington IL 61571
309-444-9413
btibbs@washingtonparkdistrict.com

Deadline: Monday, June 13, 2022