

Washington Park District

Washington is located 8 miles east of Peoria, Illinois. Our community of approximately 18,000 people shows great support for our parks, programs, and facilities. We have 5 highly engaged elected commissioners and have great relationships with our school districts, businesses and city. Come experience what "Small Town....BIG FUN" is all about.

Job Description**Position: Recreation Manager****Summary:**

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.

The Recreation Manager is a full-time exempt employee expected to work up to and sometimes exceeding 40 hours/week. General work hours take place Monday through Friday, 8am through 6pm but some evening and weekend hours are expected due to the nature of the events under the Manager's direction.

Qualifications:

Applicant must be 18 years or older and have a college degree in recreation or related field. Successful candidates should have 3 years of experience in recreation program management and/or facility management. The individual should possess friendly and effective interpersonal, written, verbal and telephone communication skills. Individual must be familiar with Microsoft Office applications and able to learn other software packages. The individual should have experience with budgeting, management and the coordination of large scale special events along with social media management. Certified Park and Recreation Professional preferred. The individual must have a valid class D driver's license. First Aid and CPR certification is preferred or will need to be obtained after hire.

Benefits:

The Washington Park District is happy to offer paid vacation time, paid time off for holidays, and an excellent health, dental, and vision plan. This position will also participate in the Illinois Municipal Retirement Fund (IMRF).

Immediate Supervisor:

Executive Director

Essential Functions:**Administration:**

- Administer the operations of the Recreation Department in accordance with the policies established by the Board of Commissioners and the Executive Director of Parks and Recreation.
- Conduct Recreation Committee meetings to review program cost analysis and discuss present and newly offered recreation programs.
- Provide and administer a diversified program of activities to meet the needs and interests of the Park District residents including all age categories.
- Maintain required records of departmental activities, services, personnel, and facilities.
- Evaluate and monitor all recreation services and facilities to insure quality programming.

Finance:

- Prepare and administer annual recreation department budget.
- Review all Recreation Department invoices and follow expenditure procedures.

Communications:

- Inform the Executive Director and the other staff members of all pertinent matters.
- Communicate with other departments to assure maximum utilization of available resources and to insure harmonious working relationships.
- Coordinate safety training and certification

Personnel:

- Assist the Executive Director in all recruiting, hiring, training and evaluating of all full-time and part-time personnel for the Recreation Department.
- Supervise all personnel of the Recreation Department.

- Conduct staff meetings with all Recreation Department staff and attend weekly meetings with the management team.

Planning/Marketing:

- Recommend and substantiate equipment and capital improvement needs for the Recreation Department to the Director.
- Prepare, administer, and monitor the completion of annual department goals & objectives.
- Responsible for gathering information and working with our graphic design team for the production of our 3 yearly brochures
- Coordinate and carry out promotion of all programs, activities, and special events through various means. This includes social media, mass and targeted emails, press releases, newspaper articles, etc.

Special Facilities:

- Manage the operations of the Recreation Facility and any other recreational facilities owned and operated by the Washington Park District. Potential supervision of the Washington Park Pool is possible in the future.
- Oversee and coordinate the scheduling and rental operations of the recreation facility.

Safety Program:

- Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

- Assist with the preparation of annual reports for facilities including the recreation facility and Washington Park Pool.
- Assist with marketing program to promote and educate the community regarding recreation and leisure opportunities including seasonal brochures, flyers, news releases etc.
- Request and manage any Certificates of Insurance from vendors, corporations and individuals as needed.
- Attend Washington Park District Board meetings and any other community meetings as necessary.
- Assist all employees of the Park District as needed.
- Complete any other task related to and beneficial to the Washington Park District as requested by the Executive Director.

Physical Requirements:

- Ability to operate Park District vehicles.
- Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

- Resolve differences and problems that arise with patrons and employees.
- The Recreation Manager must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
- May be exposed to elements when driving to meetings or when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.