



## **Program/Facility Operations Supervisor**

### **Medinah Park District**

**Contact Name:** Maria Piworski

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**Closing Date:**

**Salary:** \$45,000 - \$55,000 DOQ

#### **Description:**

The Program/Facility Operations Supervisor manages specific areas of day-to-day operations of the Medinah Park District's Recreation Division in accordance with the general policies established by the Park Board of Commissioners.

#### **Essential Duties**

1. Responsible for the research, design, development, implementation and evaluation of community recreation programs to include the following areas: adult & senior programs and trips, martial arts, fitness/health programs, youth and adult athletic programs, facility and field rentals, birthday parties, special events and cooperative programming.
2. Oversees the District's Fitness Center to include membership services, equipment oversight and maintenance, fee structure and marketing/publicity.
3. Coordinates and has oversight of the facility Building Supervisory staff.
4. Participates in the District's long range planning processes.
5. Coordinate production of publicity and marketing materials, to include press releases, monthly flyers, etc.
6. Supervises the daily operation of certain recreation division staff (part-time, seasonal & volunteers) to include hiring, orientation, training, scheduling of work hours, annual evaluations and discipline.
7. Responsible for administrative duties that include budgeting, purchasing, invoicing, payroll preparation and marketing of all program areas.
8. Develop recreational program budgets and recommend fees to the Executive Director. Control budget expenses and incorporate ways to increase revenues through programming, sponsorships, etc.
9. Develop and maintain community relationships with local organizations, associations and professional peer groups.
10. Purchase and provide supplies, equipment and materials for a variety of assigned programs.
11. Coordinate co-operative programming relationships with local park districts, including scheduling, publicity, registration, fee payments and invoicing.
12. Develop and implement rules, regulations and codes of conduct for assigned programs.
13. Coordinate program related inclusion cases with NEDSRA for persons with disabilities.
14. Work with Supt. of Finance/HR to facilitate the accurate processing and retention of program registration revenues in their areas of responsibility.

15. Provide seasonal reports to the Executive Director related to program participants, finances, session success rates, evaluations, etc. for use in various reports.
16. Ability to learn and operate the District's MyRec program registration system.

### **Other Duties**

1. Actively follow safe practices and procedures in the performance of all job functions.
2. Attend and participate in all District and Departmental staff meetings.
3. Keep accurate records and maintain inventory of recreation supplies and equipment.
4. Maintain active file of various independent contractors.
5. Actively seek out and correct or report any hazardous conditions of District properties or facilities.
6. Work with local media outlets in the development of news stories and photo opportunities.
7. Requires independent thought and discretion in the completion of duties.
8. Work closely with Medinah School District #11 and Lake Park District #108 to coordinate program and facility usage.
9. Provide front office support in absence of front desk personnel when required.
10. Prepare, as needed, staff and training manuals for recreation programs and services.
11. Prepare check requests for purchase of supplies, equipment, and services.
12. Interact with public and maintain strong communications and relationships with residents, program participants and others.
13. Perform other duties as assigned by the Executive Director.
14. Perform building custodial work as needed to maintain a safe and attractive facility.

### **Position Qualifications:**

**Education:** A Bachelor's Degree in Parks & Recreation Administration or related field from an accredited college or university.

**Experience:** A minimum of 1-2 years of full-time experience in a parks/recreation setting. Specific knowledge of recreation service planning and processing.

**Certifications:** First Aid, CPR and AED certification. Certified Park & Recreation Professional (CPRP) - preferred

**Required Skills:** Ability to inspect and view activities for proper evaluation of programs and staff. Ability to produce a variety of written communications in a timely and accurate fashion. Keyboard manipulation and knowledge of computer software and operations are required. Ability to move about from place to place to appropriately supervise division activities. Capability to lift, without assistance, 20 pounds minimum.

**Required Hours:** The Program/Facility Operations Supervisor shall have general set hours of 8:30am-5:00pm (Mon-Fri) and shall be considered on duty at all times there is a need for his/her services, except during approved leaves of absence.

**Salary & Benefits:** The salary range for this position is \$45,000 - \$55,000 per year dependent on qualifications. Full benefits package including health insurance, IMRF pension, 10 vacation days, 10 sick days, 3 personal days and 12 holidays, complimentary fitness center usage and non-contractual program usage.