

Streamwood Park District

Job Description

Department: Recreation

Job Title: Recreation Manager- Athletics

Classification: Exempt

Job Summary

Under the direction and supervision of the Superintendent of Recreation, the Recreation Manager is responsible for the overall running and operations of assigned athletic programming for ages early childhood through adults including but not limited to contractual sports classes, flag football, volleyball, and basketball. Employee will be responsible for the development and implementation of additional youth/adult general interest programming as assigned. The Recreation Manager is on call as needed. Hours per week 40 with nights and weekends as scheduled. This is an at-will position.

Qualifications

Education

- Must have a Bachelor's Degree in Parks and Recreation Administration, Sports Management, or related field.
- Minimum of two years of full-time experience in related field or an equivalent combination of education and experience.
- Must have experience in managing athletics and/or youth programs.
- Must have a valid Illinois State Driver's License.
- Must be Red Cross CPR/AED certified within (6) months of hiring.
- Preference given to candidates with bi-lingual (Spanish/English) communications skills.

Essential Duties & Responsibilities

- Employee will be responsible for assigned athletic programming of early childhood through adults including but not limited to contractual sports classes, flag football, soccer volleyball, and basketball.
- Employee must assist with all special events.
- Employee is responsible for takedown and storage of supplies, equipment and related material.
- Employee will be responsible for the implementation of youth general interest programming and additional programming as assigned.
- Develop and implement Volunteer program and coordinate with proper staff.
- Employee must assist in customer service, which include, but not limited to customer issues, comments, complaints, and concerns and respond to internal and external phone calls, e-mails, comments, and suggestions in a timely manner.
- Employee is responsible for supervising seasonal and part-time staff by communicating job expectations, job training, coaching duties and responsibilities, performance

evaluation, recognition and discipline.

- Employee is responsible for preparing budgets, financial reports, and staffing needs, while making any recommendations for revenue and expenditures. Employee must be able to propose the appropriate purchase of supplies, materials, and equipment.
- Employee must coordinate scheduling of programs and events with appropriate managers, supervisors, and coordinators. And seasonally and annually evaluate assigned programs, services and facilities.
- Employee must follow all established procedures for reserving and utilizing District equipment, supplies, room usage, and vehicles
- Employee must work with Marketing Department to prepare and proof seasonal materials and information for brochure, website, and registration.
- Employee must work with Finance Department for reviewing and approving employee payroll for employees they supervise. And for approval and entry of purchase orders, invoices, and credit card purchases.
- Employee is responsible for managing property and equipment through ensuring appropriate levels of safety and cleanliness, by completing the maintenance themselves or identifying and initiating Parks Department work order requests and repairs.
- Employee must perform all job tasks within the rules and guidelines of the Streamwood Park District's safety program, including but not limited to maintaining safety records and materials for health department, audits, and PDRMA for the responsibility areas and facilities to ensure a high level of safety within all programs, facilities and events.
- Employee must demonstrate, lead, and support the park district's mission statement, vision, and core values, as well as implement and complete personal, department, and district strategic plan and goals.

Secondary Duties & Responsibilities

- Employee must attend management and board meetings, as needed, and provide information and input to the management team, the Executive Director and Board of Commissioners.
- Employee must be able to prepare and communicate written and verbal reports for management staff and board regarding their responsibility area using research, data, and supporting information.
- Employee must work periodically on special projects, outside the context of human resources, as assigned by HR.
- Employee must get involved with appropriate community organizations to support and gain knowledge of the community.
- Employee must be able to attend workshops, and seminars pertaining to employee's position, as needed, for new ideas, developments, regulations, and techniques.
- Employee must be prepared to assist with any emergency procedures and facility evacuations as needed.

Cognitive Considerations

- Employee must be able to follow directions and communicate in English both verbally and in writing.
- Employee must have the ability to read and understand materials, such as, but not limited to, rules, regulations, books, manuals, and schedules.
- Employee is responsible for keeping organized records and reports.
- Employee must have the ability to accurately determine the condition of equipment and facilities pertaining to programming areas and facilities.

Environmental & Physical Demands

- Employee will be required to work both inside and outside during various environmental conditions, such as, but not limited to rain and mud, hot and cold temperatures, exposure to dust, fumes, dirt, and noise.
- Employee must operate and handle assigned equipment.
- Employee must have the physical agility to maintain mobility from site to site, and be able to perform manual tasks.
- Employee must be able to lift and carry items up to 50 pounds.
- Employee may perform duties which include, but not limited to lifting, stooping, bending, twisting, running, and climbing.

Psychological Considerations

- Employee must be able to work independently in day-to-day operations with general direction of the Superintendent of Recreation.
- Employee must demonstrate leadership qualities to perform required work and the ability to delegate work, where appropriate, in order to accomplish work most effectively.
- Employee must have the ability to recognize priorities to meet deadlines and be flexible and adaptable to new situations.
- Employee must possess enthusiasm and drive with a desire to accomplish goals and objectives.

I fully and expressly understand all of the responsibilities listed in the job description. I also fully and expressly understand that this is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and effects of working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances changes; e.g., emergencies, rush jobs, changes in personnel workload, technological development, etc. I also fully understand it is my responsibility to obtain a new and/or updated job description if I am unsure about my job description, duties and/or my responsibilities. I fully understand that it is my responsibility to obtain a new job description if I misplace the one given to me.

"I have read this Job Description and certify that I can perform all essential job functions without a significant risk to my own health and the health and safety of others that cannot be eliminated by reasonable accommodations." The Executive Director may amend this position's description from time to time at his/her discretion. In addition, the Executive Director, and/or appointed authority, have, and retain the rights to, revise, eliminate, combine, and or establish positions and classifications. Amendments by the Executive Director shall be effective on such date as designated.

Employee's Printed Name

Employee's Signature

Date

Supervisor or Human Resources Signature

Date