

JOB DESCRIPTION

EVENTS AND RECREATION MANAGER

The Events and Recreation Manager is responsible for performing the essential functions as outlined in this analysis. The Events and Recreation Manager is an hourly full-time or permanent part-time position. Work pace is typically moderate but may be brisk depending on tasks required and scheduled seasonal activities. The Events and Recreation Manager may perform duties in the medium work level (lifting up to 50 lbs.). Nights, weekends and holidays are required with this position as scheduled.

Qualifications:

Degree in Recreation or 3 years of related field is preferred. CPR and First Aid certification must be acquired and maintained. Experience in programming for all age groups and administrative procedures are also preferred. The position requires excellent communication skills and knowledge of computer use, specifically including, but not limited to, Microsoft Office Suite, InDesign, Adobe software and MSI/VSI. Employment is contingent upon physical examination, including, but not limited to, a drug screen and passing a criminal background check. A valid Illinois Class D Driver's License is required. Proficiency in both English and Spanish is desirable.

Immediate Supervisor:

The Events and Recreation Manager is under the direction of the Superintendent of Recreation.

Essential Functions:

1. Responsible for the creation, implementation and maintenance of innovative teen, adult, senior and special event programs; this includes teaching and/or leading programs as assigned.
2. Provide appropriate information and production assistance for all programs to be advertised through the seasonal brochures, fliers, press releases, the website, and other social media and marketing efforts utilized by the park district.
3. Meet with Superintendent of Recreation to foster communication and receive assigned tasks.
4. Compile class proposals and final reports for all programs and events and evaluate the effectiveness of all services under his/her authority, making recommendations for modifications of services to the Superintendent of Recreation.
5. Manage rentals for Proksa and Freedom Parks and Proksa Activity Center
6. Actively recruit, train, and monitor the performance of volunteers, instructors, and part-time staff to work all events and programs.
7. Network with neighboring park districts and other community organizations to provide outstanding programming.
8. Inventory and order supplies and equipment for the Recreation Department.
9. Maintain awareness of current trends in recreational programming and district needs, including marketing and social media.
10. Prepare budgets, implement programs and complete reports for all assigned programs.
11. Attend required meetings.
12. Assist with holiday and seasonal programs, trips and other collaborative activities.
13. Seek, interpret and implement input from the public.
14. Assist in the development of long range planning, goals, and program forecasts. Responsible for quarterly reports and budget analysis. Constantly review and monitor the budget and take appropriate action to ensure that variances stay within budget guidelines.
15. Maintain close contact with the population and guests served.
16. Perform other duties as assigned

Marginal Functions:

1. Assists with light maintenance of common areas including set up and take down of tables and chairs and clean-up of areas used. Open/close park district buildings/areas for all assigned programs.
2. Assist with emergency procedures and building examination.
3. Assist in the scheduling of staff for programs and registration desk.
4. Conduct program registration.
5. Assist the safety coordinator in maintaining a safe area for patrons and staff.

Psychological Considerations:

The Events and Recreation Manager may feel added pressure from being responsible for programs and events. Must be able to resolve conflicts with staff and park patrons.

Physiological Considerations:

Prolonged standing during busy months could affect some individual's blood pressure. The Recreation Manager may need to respond quickly and accurately. Responsible for the set up and take down of program areas.

Environmental Considerations:

May be exposed to elements when driving or assisting with outdoor functions. Temperature, humidity, lighting conditions may change.

Cognitive Considerations:

Must be able to plan, administer, and evaluate the operation of the Recreation programs. Must be able to use a computer proficiently. The ability to disseminate information to others in a clear, concise manner is necessary. Must be able to think through complicated issues and use proper judgement in decision making.

Hourly Wage:

Starting \$17-\$19 per hour plus benefits.

Contact:

Submit Resume and Cover Letter to Mike Gianatasio, Superintendent of Recreation,

mgianatasio@berwynparks.org