

Job Title: Program and Special Events Manager

The Program and Special Events Manager is responsible for the creation, implementation, and maintenance of recreational, athletic, and experiential innovative programming. This includes developing, teaching and/or leading programs for children, teens, adults, seniors, and special events. This is an exempt position.

Emphasis: Recreational Programming and Special Events Coordination

Hours: 40-hour minimum work week is expected. Work shifts are variable, and may include mornings, evenings, weekends, and holidays as needed.

Qualifications:

A degree in recreation, education, conservation or a related field and five years of experience is preferred. Experience in programming for all age groups and administrative procedures are preferred. The position requires excellent communication skills and knowledge of computer use. A valid Illinois class D driver's license is required. They must pass a criminal background check, drivers record check, and CPR certified or ability to obtain within 60 days of hire. Proficiency in both English and Spanish is desirable.

Duties and Responsibilities:

- Actively recruit, train, and monitor the performance of instructors, part-time staff, and volunteers to work all events and programs.
- Provide appropriate information and promotional assistance for all programs advertised through the seasonal brochures, fliers, press releases, website, and other social media and marketing efforts utilized by the park district. This includes excellent proofreading skills.
- Meet with Superintendent weekly to foster communication and receive assigned tasks.
- Compile class proposals and final reports for all programs and events and evaluate the effectiveness of all services, making recommendations for modifications of services to the Superintendent.
- Network with neighboring park districts and other community organizations to provide outstanding programming and partnerships.
- Inventory and order supplies and equipment for the Recreation Department.
- Maintain awareness of current trends in recreational programming and district needs, including marketing and social media.
- Prepare budgets, implement programs, and complete reports for all assigned programs.
- Attend required meetings.
- Assist with holiday and seasonal programs, trips, and other collaborative activities.
- Seek, interpret, and implement input from the public.
- 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. Propose innovative ideas for revenue generation and in general critically think through current ideas to take the BPD to the next level of performance.

- Maintain close contact with the population and guests served.
- Maintain close contact with all residents and all employees to build an atmosphere of the highest level of teamwork.
- Open and close park district buildings for all assigned programs.
- Assist in the scheduling of staff for programs and registration desk.
- Conduct program registration and reporting.
- Work with safety coordinator to assure safe operations of facilities.
- Other duties as assigned.

The Program and Special Events Manager must exhibit good problem-solving ability and good judgement with the mission of the Berwyn Park District. They must follow the loss prevention and safety policies of the Berwyn Park District. Needs to have a working knowledge and understanding of all Berwyn Park District forms and PDRMA (Park District Risk Management Association) forms and complete as needed.

Skills/Abilities:

- Works in climates of varying temperatures and humidity.
- Able to lift and carry up to 50lbs. frequently.
- Able to work well with others, follow directions from supervisors and co-workers.
- Able to communicate with patrons, staff, supervisor, and other Park District Employees.
- Must be able to drive a vehicle to monitor recreational programs and maintenance activities.
- Able to use the computer. Knowledge of registration, word processing software and the internet.
- Able to manage stressful situations, use common sense and “troubleshoot” problems.
- Has responsibility for the safety of the public in and around the parks and facilities.

Salary Range:

\$45,000-\$70,000 plus benefits

Contact Deborah Gayon at dgayon@berwynparks.org