

Department: Recreation & Administration
Reports To: Superintendent of Recreation & Fitness
Classification: Part Time, Non-Exempt, At-Will

Summary

The REC Manager is directly responsible to and under the direct supervision of the Superintendent of Recreation & Fitness and is responsible for operations at The REC Center Fieldhouse, performing a variety of professional and administrative tasks while focusing on detail, quality presentation, and customer service.

Qualifications

- Must be 21 years of age or older
- Minimum of Bachelor's Degree from a college/University with a resource in Leisure, Rec or related field preferred.
- 1-2 years necessary experience in athletic venues, parks or related field.
- Valid Illinois state driver's license.
- Must be able to pass pre-employment physical exam and drug screening.
- Ability to effectively meet and communicate with the public and provide excellent customer service.
- Ability to communicate effectively both verbally and in writing and the ability to handle stressful situations.
- The ability to work well with a large group of people in a team environment.
- Working knowledge of computers and Microsoft Office software.
- Knowledge of the operation of office equipment.
- Ability to learn the District's registration software RecTrac.

Essential Functions

- Set up/Tear Down/Maintain/Clean the facility/equipment for daily use of our fieldhouse members and REC renters.
- Provide on-site supervision of rentals for parties/events, maintaining open communication with guests and on-site contact to ensure all expectations are met or exceeded.
- Keeps an open line of communication during rentals with on-site staff to help troubleshoot rental issues or answer questions.
- Accepts member/guest complaints/concerns and works with administration for their timely/professional resolution to ensure guest satisfaction.
- Assists Supt of R & F and/or Recreation Supervisor in planning, implementation, advertising and participation of special projects and community-wide events.
- Supervises effective daily operations including closing procedures, facility inspections, and general facility maintenance.
- Provides Superintendent of Parks & Facilities with necessary information to maintain accurate facility maintenance procedures and routine preventative maintenance and repair.
- Ensures that facility is secure for members and/or guests.
- Assist other staff with programs, leagues and events; includes scorekeeping, officiate, supervision, etc.
- Performs routine clerical and administrative work in answering phones and e-mail.

Marginal Functions

- Performs other duties as assigned by supervisor.
- The District encourages its employees to "take ownership" of the District. As such, it is the responsibility of all Park District employees to pick up litter throughout the building, grounds and facilities of the District.
- Staff is expected to help with the successful implementation of programs, parks and services across program areas and between departments.

The Flagg-Rochelle Community Park District is an Equal Opportunity Employer.

Safety

- All Employees will be responsible for implementing the policies and procedures that pertain to safety and health; must hold a valid CPR and First Aid Certification.

Psychological Considerations

- Must have the ability to deal with other people under stressful conditions and have excellent customer service presence.

Physiological Considerations

- Must be in good physical health.
- Employee may lift fifty (50) pounds or less for medium to light work.
- Employee may lift fifty to one hundred (50-100) pounds for heavy work.
- Employee may bend, twist, squat, climb, or reach frequently.

Environmental Considerations

- May be exposed to all kinds of weather conditions.

Cognitive Considerations

- Must exhibit good problem-solving abilities and good judgment in keeping the park district mission.
- Must be able to follow directions from and work with supervisors, and co-workers.

Hours & Wage Range

This position is part time, shall be paid every two weeks at an agreed upon hourly wage and health benefits are not provided. This position is classified as a non-exempt employee status and will work a majority of hours in evenings/weekends. DOQ \$12-\$14/hour

To Apply

Please send resume to:

Flagg-Rochelle Community Park District

Attn: Executive Director, Jackee Ohlinger

802 Jones Road

Rochelle, IL 61068

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