
Full-Time EMPLOYMENT OPPORTUNITY

Job Title: Facility Manager

Closing Date: April 1, 2022

Hiring Range: \$50,000-\$55,000 annual salary, DOQ

Location: Willow Recreation Center, 3600 Lexington Drive Hoffman Estates, IL 60192

FLSA Status: Exempt

The Hoffman Estates Park District is looking for an innovative, energetic & organized recreational professional to fill the role of Facility Manager of Willow Recreation Center. The District is dynamic and growing, serving a diverse population of more than 50,000 people. Recognized as a National Gold Medal Winner, Illinois Distinguished Agency, NRPA/CAPRA Accredited Agency, and PDRMA loss control accredited member, the District is committed to offering a variety of fun, engaging, and safe recreation programs.

Reporting to the Superintendent of Recreation, the Facility Manager is responsible for the overall operations at Willow Recreation Center, which includes service desk operations, facility schedules and rentals and fitness center operations and works with other Program Managers to coordinate the planning of programs and services within the facility that meets the needs of the organization, members and employees. Responsibilities also include management of the Willow skate park and two dog parks. The Facility Manager is also responsible for overseeing the E-Sports Zone and gymnastics operations at Vogelei Barn, as well as, programming contractual recreation programs.

This individual will (among other duties):

- Manage the service desk operations, including working service desk shifts, hiring additional service desk staff and scheduling the service desk.
- Develop and implement programs including but not limited to fitness classes, racquetball lessons and leagues, and contractual programs such as gymnastics, martial arts and others.
- Develop long-range plans for implementing recreation programs and events to meet residents' needs.
- Operate the facility fitness center including membership sales and retention.
- Oversee district's dog parks including memberships and immunization requirements.
- Coordinate facility schedules with programs and rentals.
- Lead CPR / AED trainings to all full-time and part-time personnel.
- Prepare and implement program department budgets.
- Develop marketing plans for facility and programs with Communications & Marketing department.
- Prepare accurate and appropriate program and facility information for seasonal brochures and other public information.



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- Attend trainings to remain proactive with industry trends.
- Participate on park district sub-committees, NWSRA, IAPD/IPRA and community wide committees.
- Assist with all safety issues regarding PDRMA requirements.
- Develop and maintain effective internal and external public relations with other departments, customers, vendors, and the community.

Qualified candidates should be organized, passionate, a team player, ambitious, proactive, forward thinking, autonomous, and have a strong work ethic. This individual should also be available on evenings and weekends and on site for major activities or as needed.

Required Education and Experience: Degree preferred with a minimum of two years of professional experience.

Apply online at heparks.org

Hoffman Estates Park District is an Equal Opportunity Employer.