

Westchester Park District Mayfair Center Manager

GENERAL PURPOSE:

Coordinates the use of the Mayfair Center Recreation Facility as well as the use of the parks for recreational programs. Responsible for planning, budgeting, organizing, coordination and administration of all Mayfair Center activities which include (but are not limited to) banquets, fitness center, fitness classes, adult softball, dance and the indoor playground.

SUPERVISION RECEIVED:

Works under and reports to the Executive Director.

SUPERVISION EXERCISED:

Responsible for the hiring and supervising of all part-time recreation staff, special interest instructors, seasonal employees and volunteers.

COMPENSATION:

This position is an exempt position and compensated by salary.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for the budgeting, development, scheduling and implementation of activities, classes and programs.

Responsible for the development of the Districts program brochure publication and delivery.

Responsible for the park district's entry into the monthly Village newsletter.

Maintains the districts website for all programs and activities that occur at the Mayfair Center.

Maintains the district social media market including: Facebook, Twitter, YouTube, and Instagram for all programs and activities that occur at the Mayfair Center.

Coordinates and schedules with the Superintendent of Parks the set-up of all tables and chairs for classes and programs.

Works with the programming of the park districts special events, such as Daddy Daughter Dance, Breakfast with the Bunny and Egg Hunt, Back to School Picnic, Holiday Party, 5 K Run, assist with the Village Special Events as directed, and other special events and activities as directed by the Executive Director.

Performs administrative office duties including reception and data processing; sets up and/or operates equipment for classes or programs.

Assists recreation staff in the development and implementation of community recreation programs.

Supervise the operations and programming of the park district banquet facility and indoor playground facility.

Assists in the supervision of classes, workshops and activities for persons engaged in recreation programs and co-sponsored programs.

Assists in the selection, planning and implementation of cultural arts, physical activities and special interest activities.

Responds to public inquiries about recreation programs made by telephone, correspondence, or during public meetings.

Preparation of a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs. Provides all information on a timely basis to the Executive Director regarding programs being offered under his/her responsibility for publication in the park district brochures and park district website.

Responsible for the coordination of sports programs, registration of children for teams, collection of fees, acquisition of coaches, assignment of practice times, or distribution and collection of uniforms.

Responsible for the scheduling of games and umpires for youth sports, adult softball, soccer and other games.

Responsible for the scheduling and implementation of various tournaments throughout the year, such as men's softball tournament, 5K Run, Youth Baseball Tournament and any other tournaments.

Assists in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.

Responsible for the scheduling of exercise activities at the Mayfair Recreation Center.

Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, and the general public.

Provide IT support for Registration and online registration software as needed, including programming the software for use by park personnel.

Completes other duties as assigned by the Executive Director.

PERIPHERAL DUTIES:

Serves as a member of various employee committees, as assigned by the Executive Director.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

Graduation from a four-year college or university with a degree in recreation or a closely related field. Three year related experience including community center use; or an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

Considerable knowledge of recreation philosophy, planning and administration;

Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program; Skill in operation of listed tools and equipment; Skill in First Aid and CPR.

Ability to coordinate varied activities involved in a community recreation program.

Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public;

Ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS:

Valid State Driver's License or ability to obtain one. First Aid and CPR certification.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile or pickup truck.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle,

feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date

I hereby by my signature acknowledge that I am in receipt of a copy of my job description.

Printed name of employee

Signature of employee

Date