

Assistant Director/Recreation Center Manager

The City of Wood River Parks and Recreation Department is looking for a full-time professional. This is a supervisory position requiring organizational skills, communication skills, ability to relate, lead, and get along with people of all ages from children through senior adults.

Essential Duties and Responsibilities

Responsibilities include management of daily operations, interviewing, recommending, and training employees; planning; development of a chain of command, assigning and directing work; appraising performance; reward and discipline of employees; addressing and resolving concerns related to members and employees. Must perform all functions with the highest ethics and integrity.

- Must be available 24 hours a day, 7 days a week; may be responsible for evening and weekend facility/program management duties.
- In cooperation with the Parks & Recreation Director, the Assistant Recreation Director will supervise seasonal, instructional, programming, and front desk staff; and make recommendations in the selection, termination, and discipline of employees, as well as evaluating performance and developing each employee to their full potential. Providing support for Parks & Recreation events as needed
- Coordinate scheduling with schools, leagues, tournaments, and other users
- Develops procedures related to management of the Wood River Recreation Center
- Oversees the maintenance of the Wood River Recreation Center including daily cleaning procedures
- Works with appropriate staff to assure that a safe and healthy environment that meets or exceeds all applicable government and industry standards is maintained.
- Assists Director with budget preparation as well as grant and report writing. Also has some accounting clerk responsibilities with opening and closing batches, reporting, monitoring, completing, printing financial reports, inventory control and purchasing, requisitioning, and payroll.
- Must maintain a visible presence within the Recreation Center including member interaction.

Skills, Knowledge, and Abilities

- Ability to utilize departmental computers and software programs including but not limited to Microsoft Office.
- Ability to lift at least 50lbs unassisted as well the ability to train staff and patrons on the proper use of exercise equipment.
- Ability to work under sometimes stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.
- Ability to communicate effectively and maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner with clients, customers, coworkers, supervisors, and the general public.

Qualifications

Bachelor's Degree in Recreation Management, Sports Management, or related field is required. A Master's Degree and a Certified Park and Recreation Professional (CPRP) is preferred. Previous

related experience preferred. The Assistant Recreation Director should have thorough knowledge of the principles, theories and practices of recreation programming and public facility management.

Salary range \$55,000 to \$75,000 DOQ.

Excellent benefit package including 100% employee paid health, dental, life insurance, vacation & sick leave, defined benefit retirement plan and education incentives.

Visit <http://www.woodriver.org/EmploymentOpportunities/EmploymentOpportunities.htm> for a copy of the application. Send completed application and resume to: City of Wood River Parks & Recreation Department, 633 North Wood River Ave., Wood River, IL 62095 or jobs@cityofwoodriver.com by 6/29/22. Position will remain open until filled.