

TITLE **Director – Wright Family Center**

DESCRIPTION **Job Purpose**

The part-time director will oversee the scope and daily operations of a busy recreation facility. The director will represent the Village of Dieterich in a professional manner and operate the facility in the Village's best interest.

Duties and Responsibilities

- Manage and coordinate the daily operation of the WFC
- Develop and execute WFC policies and procedures
- Supervise full-time, part-time, temporary, and volunteer personnel.
- Recruit, train, manage, and schedule the appropriate number of staff to meet WFC facility staffing and event requirements
- Coordinate staff, volunteers, and event organizers to ensure scheduling, setup and supervision of all facility rentals, activities and special events
- Ensure the positive outcome of all programs, events, and community room/court rentals.
- Oversee the maintenance of the physical environment, supplies, and equipment inventories through the supervision of staff, contractors and volunteers.
- Monitor the operating budget for the WFC and periodically report to the Dieterich Village Board (monthly) and the Village Treasurer. Daily, weekly and monthly reporting will include daily deposits, revenue, expenditures, employee time sheets, and reports on the utilization of activities and services.
- Maintain member and utilization statistics for the purpose of supporting long range planning, budgeting, and reporting to the Village.
- Conduct periodic safety inspection of Center, including all equipment and supplies related to the WFC. Ensure immediate reporting of all liability issues and injuries/incidents.
- Develop and manage relationships with community organizations, including the Dieterich Park District, to promote utilization and coordinate activities and events.
- Execute a robust marketing, networking, community relations and social media strategy to promote utilization of the community center and monitor the needs and feedback of the community. The director will, from time to time, represent the WFC and present at community meetings and civic organization events.
- Be available to communicate effectively with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish WFC goals. This may include weekends, holidays, or evenings through text, email, or phone.

- Be available to work flexibly and independently the days and hours necessary to accomplish all assigned responsibilities and tasks. This may include weekends, evenings, and holidays.
- Any other duties required to accomplish the goals of the WFC

**POSITION
REQUIREMENTS**

Education/Licenses/Certifications

- High School diploma or GED equivalent **required**
- First Aid, CPR/AED training ***preferred***

Additional Experience/Knowledge

- Fiscal management including accounting, finance, budget, inventory payroll etc. **required**
- Google and or Microsoft-based word-processing, spreadsheet, and presentation applications; proficient in use of social media platforms **required**
- Experience in working in public recreation, parks district, fitness, convention, and/or events management ***preferred***
- Business development and marketing background ***preferred***
- Event coordination and planning ***preferred***
- Employee management experience ***preferred***

Background Screening Required

- All offers of employment are contingent upon clear results of a thorough background screening, drug testing, and fingerprinting

Skills

A successful director will be energetic, flexible, and a strategic thinker. The director will have the ability to juggle many responsibilities and independently manage their own schedule and the schedule of the WFC. The director will be an excellent communicator, with a passion for serving, working with, and leading groups and people. In addition to these general skills and personality traits, we are seeking a director with the ability to:

- Develop and administer WFC goals, objectives, and procedures.
- Delegate responsibilities
- Manage staff by providing direction, support, input and feedback
- Deliver effective presentations and communications
- Prepare clear and concise administrative and financial reports
- Implement federal, state, and local policies and regulations
- Establish and maintain effective working relationships with the public, employees, professional colleagues, and representatives of other organizations

- Deal effectively and cordially with member and customer complaints regarding WFC
- Perform duties with sound judgement, integrity, vision, creativity, tact, courtesy, professionalism and persistence.
- Adhere to the high ethical standards for conduct of Village of Dieterich employees.
- Represent the Village of Dieterich in a positive manner to the surrounding community, members, and visitors.

Working Conditions

Work is performed in several settings including a standard office environment at a recreational facility. Standard office equipment to be used includes computers, fax and copy machines, and telephones. Maintenance and cleaning of equipment that includes kitchen & concession area, gym equipment, vacuums, mops, and any other equipment associated with use in a recreational facility.

Physical Requirements

This position can involve sitting, standing, walking, running, stooping, lifting, carrying, pushing and pulling.

FULL-TIME/PART-TIME

Part-Time. During the planning and construction phases of the facility, 10-15 hours per week will be necessary. Once the facility is open to the public, 20-30 hours a week is estimated.

BENEFITS

Illinois state law requires that eligible municipal employees be covered by the Illinois Municipal Retirement Fund (IMRF). The Village's Paid Time Off (PTO) plan consolidates vacation time and sick time into a single account. Accruals and amount of time off may vary by years of employment and hours worked. Permanent part-time benefits eligible employees will receive up to \$100.00 per month for an employees' single/family health insurance policy upon the date of hire. The employee must provide proof of insurance annually or as requested by the Village.

LOCATION

Wright Family Center, 206 Pine Street, Dieterich, Illinois

EOE STATEMENT

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.