



**SANDWICH  
PARK DISTRICT**

1001 N. Latham Street · Sandwich, Illinois 60548 · 815-786-8044

## **Job Posting**

Full Time

Salaried

### **Recreation Manager**

The Sandwich Park District is taking applications for a 40 hour per week salaried, Recreation Manager Position. Under the direction of the Executive Director this individual will administer a variety of recreation programs that include sports for all ages, including the supervision of instructors, coaches, supervisors for facilities, referees, and umpires.

Job duties include but are not limited to, administering and implementing current and new programs, marketing and advertising of programs, assisting with grant writing, and assisting with over all promotion of Sandwich Park District Programs. The Recreation Manager will be the onsite supervisor for sports programs as well as special events which are held on weekends and week nights.

While performing the duties of this job, the employee will be required to frequently walk, perform overhead work, bend stoop, and kneel. The employee must be able to lift, and carry up to 50 lbs. The employee will occasionally drive and use recreational equipment and vehicles. This position is required to work both inside and outside depending on the assignment. Employees in this position may be exposed to inclement weather, heat, cold, rain, snow, etc.

Salary Range for this position is \$40k-\$50K per year; must be able to work a flexible schedule. Average work days Monday through Friday 9am-5pm with some weekends required. Applicant must be 18yrs. or older, and hold a valid driver's licenses, applicant must pass a standard background check. An Associate or Bachelor Degree in Recreation Management or related field, is desired but not required. Prior experience in recreation programming is also desired. Applicant must be certified in CPR, AED and First Aid from an accredited organization or able to obtain certification within a reasonable amount of time.

An application is available on our website at [sandwichparkdistrict.org](http://sandwichparkdistrict.org). A full job description is also available on our website. If you have any questions please contact us at (815)786-8044 Monday-Friday 9am-5pm

Interested candidates can submit a resume and complete application with attention to Bill Novicki at [bill.novicki.spd@gmail.com](mailto:bill.novicki.spd@gmail.com) or turn in in person to the David A. Francis Center at 1001 N. Latham St. Sandwich, IL 60548.

5.17.23 Position posted until filled

**SANDWICH PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**