



Freeport Park District

Job Description

Job Title: Krape Park Facilities Assistant Manager

Department: Recreation

Reports To: Krape Facilities - Manager

Starting Pay: \$17.00 / hour

SUMMARY: The Freeport Park District is seeking a responsible, organized, and customer-focused individual to serve as the Krape Park Facilities Assistant Manager. This position assists with overseeing the daily operations of Krape Park facilities, including boat rental, carousel, and mini golf. The Assistant Manager plays a key role in supervising staff, maintaining facilities, ensuring customer satisfaction, and supporting risk management efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with supervision, hiring, and training of all Krape Park facilities staff
- Schedule and supervise staff to ensure facilities are properly staffed
- Maintain positive public relations at facilities and address patron concerns or discipline issues
- Keep the Superintendent of Recreation informed of major issues
- Assist with establishing staff work schedules
- Responsible for cash registers, daily reports, and basic financial oversight
- Order supplies and maintain accurate inventory
- Ensure facilities and equipment are clean, safe and orderly
- Notify maintenance staff of repairs needed
- Enforce all Park District policies, rules, and regulations with staff and patrons
- Ensure customer satisfaction using all available resources
- Assist the Krape Park Facilities Manager with additional duties as assigned

QUALIFICATIONS

- Organized with the ability to manage people effectively

- Friendly and courteous personality
- High School Diploma required
- Successful completion of background check

KNOWLEDGE, SKILLS, & ABILITIES

- Ability to read and interpret safety rules, operating procedures, and maintenance instructions
- Ability to write routine reports and correspondence
- Strong verbal communication skills with staff and public
- Mathematical skills including handling cash and calculating discounts, percentages, and proportions
- Ability to solve practical problems and follow written, oral, or diagram instructions

WORK ENVIRONMENT

Work is performed both indoors and outdoors.