



## **Freeport Park District**

### **Job Description**

**Job Title:** Krape Park Facilities Manager

**Department:** Recreation

**Reports To:** Superintendent of Recreation

**Starting Pay:** \$19.00 / hour

**SUMMARY:** The Freeport Park District is seeking a responsible, organized, and customer-focused individual to serve as the Krape Park Facilities Manager. This position is responsible for overseeing the daily operations of Krape Park facilities including boat rental, carousel, and mini golf. The Facilities Manager schedules and supervises staff, maintains facility safety, oversees financial operations, payroll, and ensures a high-quality experience for all patrons.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervise, hire, train, and evaluate all Krape Park facilities staff
- Oversee safety and security of Krape Park facilities
- Maintain positive public relations and address patron concerns or discipline issues
- Keep the Superintendent of Recreation informed of major issues
- Develop and conduct in-service training for staff
- Establish staff schedules and ensure all facilities are properly staffed
- Evaluate employee performance and address disciplinary matters
- Responsible for cash registers, daily reports, and financial accountability
- Perform duties of Facilities Attendant when needed
- Order equipment and supplies and maintain accurate inventory
- Ensure facilities and equipment are clean, safe, and orderly
- Notify maintenance staff of any repairs needed
- Maintain payroll and billing records
- Ensure customer satisfaction using all available resources
- Enforce Park District policies, rules, and regulations with staff and patrons
- Assist with risk management
- Perform other duties as assigned by the Superintendent of Recreation

## **QUALIFICATIONS**

- Strong organizational skills
- Ability to manage and supervise staff 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 manuals
- Ability to write routine reports and correspondence
- Strong verbal communication skills with staff and patrons
- 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.