

JOB POSTING

Posting Date: August 9, 2021

Job Title: Shift Manager

Starting Salary Range: \$32,552-DOQ plus benefits

Full time, exempt position

Resumes accepted until job is filled

Send Resume to: jrossi@darienparks.com

Description:

The Shift Manager is a full time, exempt position which reports directly to the General Manager. This position is responsible for monitoring all daily duties of pt building staff. Creating daily task list for all pt staff scheduled for those days, making sure directions are clear, and if necessary, show them how to complete designated tasks. Will be directly responsible for the pt front desk staff. This includes creating a daily, weekly, and monthly tasks and checklists. This is an at-will position.

Position Hours:

A minimum of 40 hours per week, consisting of night and weekend shifts.

Qualifications:

Applicant must have a high school diploma; any experience and understanding of park and recreation administration, supervision, personnel procedures, and safety procedures is a plus. This position requires strong people and customer service skills, the ability to communicate effectively with other staff and public, including written, verbal, and telephone communication skills. The individual should be very organized, have the ability to plan, implement, supervise and lead staff. This position is expected to maintain First Aid/CPR/AED certification. Strong computer skills are also needed.

Duties:

This position will oversee the day to day management of the building staff and building operations. This position will be required to work a minimum of 4-5 building shifts per week, mainly nights and weekends.

Address: 451 Plainfield Rd
City, State, Zip: Darien, IL 60561
Contact: Jordan Rossi
Phone: 630.789.2011
Contact Email: jrossi@darienparks.com

If interested, please submit cover letter, resume, and 3 professional references along with Darien Park District job application. Full job description is available by contacting Jordan Rossi.