



May 9, 2022

7:00 p.m. - Committee Meeting

7:30 p.m. - Regular Board Meeting

PUBLIC NOTICE IS HEREBY GIVEN that the Board of Park Commissioners of the Mundelein Park & Recreation District, Lake County, Illinois (the "*Park Board*") will hold a Committee Meeting of the Park Board on the 9th day of May, 2022, at 7:00 o'clock p.m. at Regent Center, 1200 Regent Drive, Mundelein, Illinois.

The Agenda for the Meeting is as follows:

Call to Order:

Roll Call: Dolan, Knudson, McGrath, Ortega, Frasier

Updates

1. Comprehensive Annual Financial Report
2. Regular Board Meeting Agenda Items

Action Items – Regular Board Meeting

1. Call to Order the 2022-2023 Board
2. Roll Call
3. Election of Board Officers
4. Approve of Appointments
5. Accept of Comprehensive Annual Financial Report for the Fiscal Year Ending December 31, 2021
6. Approve of Administration Policy Manual – Section 4.33 – Donation Program – Park Amenities or Features
7. Approve of Administration Policy Manual – Section 4.34 – Mundelein Parks Foundation – Membership Program
8. Approve of Administration Policy Manual
9. Approve of Job Descriptions
10. Approve of 2023 Golf Carts
11. Approve of Ordinance 22-05-01-O – Annexing Certain Territory to the Mundelein Park & Recreation District (21400, 21402, 21344 and 21326 W. IL Route 60)
12. Approve of Ordinance 22-05-02-O – Annexing Certain Territory to the Mundelein Park & Recreation District (28.926 ac. Portion of 20200 W. Winchester Road, 30185 N. IL Route 83, and 20209 & 20139 W. Peterson Road)
13. Approve of Ordinance 22-05-03-O – Annexing Certain Territory to the Mundelein Park & Recreation District (8.73 ac. Portion of 20200 W. Winchester Road, 30185 N. IL Route 83, and 20209 & 20139 W. Peterson Road)

Visitors

Adjournment

Rules for Public Comment:

- A. At the start of the period for public comment the board President or acting chairperson will advise the public:
 - 1. The amount of time permitted for public comment;
 - 2. That all speakers state their name and addresses before addressing the Board;
 - 3. To avoid repetitive comments, testimony and general questions; and
 - 4. To appoint only one person to speak on behalf of a group.
- B. Each person will be permitted to speak one time only, unless the President determines that allowing a speaker to address the Board again will contribute new testimony or evidence germane to an issue on the agenda for that meeting.
- C. Unless a representative spokesperson is appointed in the manner described in rule D, all comments from the public will be limited to no more than three (3) minutes per person.
- D. Groups may register a representative spokesperson by filing an appearance form no later than one (1) hour in advance of a meeting. The appearance form must designate (i) the number of people the designee represents for the purpose of making public comment; (ii) the subject matter of the public comments; and (iii) whether the subject begin represented by a group spokesperson shall be deemed to have waived their opportunity to speak independently unless the President determines that allowing such a speaker to address the Board will contribute new testimony or evidence germane to an issue on the agenda for that meeting.
 - 1. A representative spokesperson who timely files a complete appearance form to speak on a matter germane to the agenda shall be permitted to speak for three (3) minutes for each person being represented, up to a maximum of fifteen (15) minutes.
 - 2. A representative spokesperson who timely files a complete appearance form to speak on a matter not germane to the agenda shall be permitted to speak for three (3) minutes for each person being represented, up to a maximum of nine (9) minutes.
- E. The Board shall not respond to questions posed during public comment. All questions shall be recorded by the Board Secretary and a response shall be presented either during the next regular Board meeting or in writing before such meeting.
- F. All comments must be civil in nature Any person who engages in threatening, slanderous or disorderly behavior when addressing the Board shall be deemed out-of-order by the presiding officer and his or her time to address the Board at said meeting shall end.

Approved 4/14/2014 Board Meeting



**MUNDELEIN PARK &
RECREATION DISTRICT**

BOARD MEMORANDUM

May 9, 2022 Committee Meeting Topics

Comprehensive Annual Financial Report

Jamie Wilke, Lauterbach and Amen, will be at the Committee Meeting presenting the 2021 Comprehensive Annual Financial Report. Per State Statute, an audit must be completed and filed with the State Comptroller within 180 days after the close of the fiscal year.

Regular Board Meeting Agenda Items

If time is available, staff can present any information on the Regular Board Meeting agenda.

Action Items – Regular Board Meeting

1. Call to Order the 2022-2023 Board
2. Roll Call
3. Election of Board Officers
4. Approve of Appointments
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6. Approve of Administration Policy Manual – Section 4.33 – Donation Program – Park Amenities or Features
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13. Approve of Ordinance 22-05-03-O – Annexing Certain Territory to the Mundelein Park & Recreation District (8.73 ac. Portion of 20200 W. Winchester Road, 30185 N. IL Route 83, and 20209 & 20139 W. Peterson Road)



**MUNDELEIN PARK &
RECREATION DISTRICT**

REGULAR BOARD MEETING

May 9, 2022

7:30 p.m.

PUBLIC NOTICE IS HEREBY GIVEN that the Board of Park Commissioners of the Mundelein Park & Recreation District, Lake County, Illinois (the "*Park Board*") will hold a Regular Board Meeting of the Park Board on the 9th day of May, 2022 at 7:30 o'clock p.m., at Regent Center, 1200 Regent Drive, Mundelein, Illinois.

AGENDA

Call to Order:

Pledge of Allegiance:

Roll Call: Dolan, Knudson, McGrath, Ortega, Frasier

Approval of Minutes: Committee Meeting 04-25-22, Regular Meeting 04-25-22

Approval of Disbursements: Warrants: 042922, 050222, 050422 and 050922 = \$377,915.52

Correspondence:

Old Business: 1. Business of the 2021-22 Board

New Business:

1. Call to Order the 2022-2023 Board
2. Roll Call
3. Election of Board Officers
4. Approve of Appointments
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6. Approve of Administration Policy Manual – Section 4.33 – Donation Program – Park Amenities or Features
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Board Business:

Staff Reports:

Executive Session: Personnel 5 ILCS 120/2 (c)(1);
Purchase or Lease of Real Estate 5 ILCS 120/2 (c)(5); Imminent or
Collective Bargaining or Salary Schedules 5 ILCS 120/2(c)(2)

Action on Items Discussed in Executive Session, if Necessary

1. Approve of Executive Director Compensation

Visitors

Adjournment

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 1. The amount of time permitted for public comment;
 2. That all speakers state their name and addresses before addressing the Board;
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MINUTES
Mundelein Park & Recreation District
Committee of the Whole
April 25, 2022

The Committee of the Whole meeting of the Board of Park Commissioners of the Mundelein Park & Recreation District, Mundelein, Lake County, Illinois, was called to order at 7:00 p.m.

Present were Commissioners DOLAN, KNUDSON, McGRATH, ORTEGA and President FRASIER.

Staff present included Executive Director SALSKI, Golf Operations Manager BROLLEY, Superintendent of Recreation LaPORTE, Marketing Manager LAWRENCE, Superintendent of Park and Facility Maintenance FOSTER and Superintendent of Business Services & Technology McINERNEY.

Executive Director SALSKI introduced Chris Funkhouser, Derrick Hoffman and Steve Bauer who represented D.R. Horton. Executive Director SALSKI shared the latest discussions regarding The Townes at Oak Creek and thanked D.R. Horton for working together. He mentioned D.R. Horton was accessible and understanding. He provided background on the differences of agreement language between Park District and D.R. Horton and stated the agreement in front of them was recommended by Attorney Adam Simon. Executive Director SALSKI outlined the differences in the initial draft submitted to Board last Thursday compared to the final agreement submitted to them during the day. He explained there were revisions to Section B-1 on page 3 and Section C-1 on page 5. He explained the main discussion was the verbiage to Sections 3 and 4 on page 3 regarding Phase 1 Environmental Assessment and Total Donation. Executive Director SALSKI stated it was important for the assessment especially with the gas station nearby and other unknowns. Commissioner DOLAN agreed. Executive Director SALSKI gave Derrick Hoffman an opportunity to present information.

Derrick Hoffman thanked the Mundelein Park & Recreation District and Executive Director SALSKI for due diligence. He discussed the importance of Phase 1 and explained D.R. Horton was very concerned with the current verbiage in the agreement and would be unable to fulfill the \$1,177,696 donation if Phase 1 was unreasonable. Mr. Hoffman mentioned D.R. Horton must construct the park regardless of the Mundelein Park & Recreation District. Therefore, D.R. Horton could not commit to constructing the park and paying the District impact fees. Mr. Hoffman stated an Environmental Study was completed before D.R. Horton considered the land as it was part of due diligence and hopeful the results would be positive.

Commissioner DOLAN acknowledged the challenges for both parties if Phase 1 was not reasonable.

President Frasier moved the Committee Meeting into the Regular Board Meeting at 7:30 p.m. seconded by Commissioner McGRATH. A voice vote was taken with all voting yes.

Committee Meeting Minutes

April 25, 2022

Page 2

Visitor: Chris Funkhouser, Derrick Hoffman, Steve Bauer

Secretary

MINUTES
Mundelein Park & Recreation District
Regular Board Meeting
April 25, 2022

The Regular Board meeting of the Board of Park Commissioners of the Mundelein Park & Recreation District, Mundelein, Lake County, Illinois, was called to order at 7:30 p.m. by President FRASIER and he asked the assemblage to rise and recite the Pledge of Allegiance.

He then directed the secretary to call the roll. Present were Commissioners DOLAN, KNUDSON, McGRATH, ORTEGA and FRASIER.

Staff present included Executive Director SALSKI, Golf Operations Manager BROLLEY, Superintendent of Recreation LaPORTE, Marketing Manager LAWRENCE, Superintendent of Park and Facility Maintenance FOSTER and Superintendent of Business Services & Technology McINERNEY.

President FRASIER requested a motion to go back into the Committee of the Whole Meeting. Commissioner KNUDSON moved, seconded by Commissioner ORTEGA to go back into the Committee meeting. A voice vote was taken with all voting yes.

Commissioner DOLAN asked a question about how the permitting and Army Corps of Engineers would be involved. Mr. Funkhouser mentioned D.R. Horton works with the permitting and the Engineer was currently working with Army Corps. He stated the playground and parking lot are out of the floodway.

Executive Director SALSKI mentioned the other discussion was the parking lot and cost to construct. He stated it was not in the original plan and after further discussions with Village and D.R. Horton, a parking lot was an essential aspect of people visiting the park. Executive Director SALSKI stated it was a goal to find savings throughout the project to construct the parking lot. Commissioner DOLAN expressed the importance of having a parking lot especially with the dog park.

Commissioner KNUDSON asked about the timeline of the development and project. Mr. Hoffman stated the goal was to get rid of invasive species and expand the detention basin. Commissioner KNUDSON asked when does the donation go through or get built. He mentioned D.R. Horton would like the park to be built first for marketing purposes which could occur in 2024.

Executive Director SALSKI expressed appreciation and desire to work with D.R. Horton on this project.

Mr. Bauer thanked Executive Director SALSKI on his comments and recommended the Board not approve the Developer agreement and wait for the Phase 1 Environmental report. He mentioned D.R. Horton would not sign the Developer Agreement until after the report was received.

Executive Director SALSKI recommended the Board approve the Developer Agreement provided to them by the Attorney "as is," to make sure all details remain the same if Phase 1 report was favorable to the District. He stated it was his responsibility to protect the District with all agreements and Attorney and he highly recommend approving the Developer Agreement.

President FRASIER requested a motion to approve the final Park Donation Agreement with D.R. Horton for The Townes at Oak Creek as presented tonight by Executive Director SALSKI with Attorney approval. Commissioner DOLAN moved to approve the Developer Agreement as presented by Executive Director Salski seconded by Commissioner McGRATH. A roll call vote was taken with Commissioners DOLAN, McGRATH, KNUDSON, ORTEGA, and FRASIER voting yes.

President FRASIER requested a motion to approve Professional Consulting Services with JSD Architects for The Townes at Oak Creek with Reimbursement by D.R. Horton, Inc. Commissioner DOLAN moved to approve agreement with JSD Architects after Phase 1 Environmental Assessment was completed seconded by Commissioner McGRATH. A roll call vote was taken with Commissioners DOLAN, McGRATH, KNUDSON, ORTEGA, and FRASIER voting yes.

President FRASIER requested a motion to approve the minutes of April 11, 2022. Commissioner KNUDSEN moved to approve the minutes of the Committee Meeting, Regular and Executive Session Meetings from April 11, 2022, second by Commissioner ORTEGA. President FRASIER repeated the motion, asked if there were any additional corrections or additions. None were raised. A voice vote was taken with all voting yes.

President FRASIER read the Warrants needed to be approved. Commissioner DOLAN moved to approve Warrants 041322, 041522, 041822 and 042522 in the amount of \$275,722.75, second by Commissioner McGRATH. President FRASIER repeated the motion, asked if there were any questions. None were raised. A roll call vote was taken with Commissioners DOLAN, McGRATH, KNUDSON, ORTEGA, and FRASIER voting yes.

President FRASIER requested a motion for the financial report. Commissioner DOLAN moved to place the March Financial Report on file, second by Commissioner McGRATH. President FRASIER repeated the motion, asked if there were any questions. None were raised. A roll call was taken with Commissioners DOLAN, McGRATH, KNUDSON, ORTEGA, and FRASIER voting yes.

President FRASIER requested a motion to file the Police report. Commissioner DOLAN moved to place the March Police Report on file, second by Commissioner McGRATH. President

FRASIER repeated the motion, asked if there were any questions. A voice vote was taken with all voting yes.

President FRASIER stated there was a thank you note and IAPD pamphlet.

President FRASIER stated there was no old business.

President FRASIER requested a motion to approve Ordinance 22-04-01-O rejecting property in the Maple Hill First Resubdivision. Commissioner McGRATH moved to approve Ordinance 22-04-01-O seconded by Commissioner ORTEGA. Executive Director SALSki stated how staff and he met with residents and Developer. He mentioned that he was not pleased with the response from K. Hovnanian and representatives. He recommended sending the land back to the Developer and requiring the Developer to deed specific land back to homeowners. President FRASIER asked if a letter was planned to be sent to the Homeowners. Executive Director SALSki stated he will send a letter. President FRASIER asked who would Executive Director SALSki recommend homeowner's call. Executive Director SALSki preferred the message come from him. A roll call vote was taken with Commissioners McGRATH, ORTEGA, DOLAN, KNUDSON and FRASIER voting yes.

President FRASIER requested a motion to approve health & fitness cycle bikes. Commissioner ORTEGA moved to approve the health and fitness bikes not to exceed \$37,000 seconded by Commissioner KNUDSON. A roll call vote was taken with Commissioners ORTEGA, KNUDSON, McGRATH, DOLAN and FRASIER voting yes.

President FRASIER asked Executive Director SALSki if there were any staff reports. There were no reports for Executive Director SALSki.

Manager BROLLEY reported the weather has not been cooperative. He mentioned that weather has produced a \$7,000 Sunday and 210 rounds on Saturday. He explained that he planned to request approval for 2023 golf carts in May because of delays. He mentioned staff was leaning towards Yamaha with a version called Quiet Cart. He explained the senior rate was developed in 2006. Commissioner DOLAN asked what does staff look for in a cart such as coolers, seed containers. Manager BROLLEY stated cart covers, sand bottle and USB ports are important. He was concerned with coolers getting stolen and bar has a good system. Manager BROLLEY mentioned pricing has gone up significantly and some vendor pricing was outrageously expensive. Commissioner McGRATH asked if golf carts were leased. Manager BROLLEY stated the carts were owned. Manager BROLLEY stated maintenance pricing remained stable.

Superintendent Foster reported the District found a vendor, Russo, to fix the hot tub but Russo was trying to find parts. He explained a pool audit was completed and due to the age, there was a time period when reinvesting should occur. He mentioned the ice rink had good use and 66 days of skating.

Superintendent LaPORTE reported participation was doing well and approaching 2019 numbers. He stated the increases have occurred in fitness, seniors and athletics. He mentioned the continued challenges with lifeguards and surprisingly, camp counselors. He explained Managers

were hiring 16-years of age. He mentioned brochures were released. Commissioner KNUDSON asked how many aquatic operations staff have been hired. Superintendent LaPORTE stated 65 were committed.

Superintendent McINERNEY reported the Auditor will be out on May 9. She explained the Management Letter will have a GASB comment. She acknowledged the GFOA achievement. She mentioned Performance Evaluations were completed. She stated the phone system project was slightly delayed and business and IT staff were getting set up for Barefoot Bay. Commissioner DOLAN asked if the District had leases. Superintendent McINERNEY mentioned copier, golf maintenance and Rush Physical Therapy. President FRASIER asked if Police were contacted with incident at open gym. Superintendent LaPORTE mentioned he broke up the fight and police were contacted. He said no charges were filed. Executive Director Salski stated a procedure was followed where Executive Director was informed and discussions occurred with Chief of Police.

Manager LAWRENCE reported the brochure was sent but challenges will continue with paper costs. She mentioned staff was reviewing options with the brochure. She mentioned staff testimonials via video have been sent to community. She explained a major lifeguard appeal campaign has occurred through Snap Chat and all other social media outlets. She stated a postcard was sent to Grand Dominion resulting in three Regent Center members.

Visitors: None.

There being no further business, Commissioner DOLAN moved to adjourn at 8:20 p.m. seconded by Commissioner McGrath. A voice vote was taken with all voting yes.

Secretary

Warrants for Board Meeting 5/9/22		
Warrant Number		Amount
042922		195,549.27
050222		1,497.50
050422		19,740.82
050922		161,127.93
Total		377,915.52

042922

Payroll ID: 110

Pay Period End Date: 04/23/2022 Check Post Date: 04/29/2022 Bank ID: A

* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

Grand Totals for Payroll:

Pay Code Id	Hours	OT Hours	Cur. Amnt.	YTD Amnt.*	Ded/Exp Id	Cur. Amnt.	YTD Amnt.*
ANNIV	0.00	0.00	0.00	1,045.00	** NCPERS	136.00	
AQUA	0.00	0.00	0.00	0.00	ADDL IMRF 1	1,133.90	10,518.12
BACK PAY	0.00	0.00	0.00	6,985.16	ADDL IMRF 2	1,170.28	10,143.95
BON	0.00	0.00	0.00	13,857.52	DENTAL	12.42	12.42
CAR	0.00	0.00	0.00	2,000.00	EAP_ER	3.16	4.74
CELL	0.00	0.00	0.00	2,360.00	FCC	65.55	589.95
CV19	7.00	0.00	105.00	4,516.12	FITW	12,586.93	101,451.31
CV19-1	0.00	0.00	0.00	0.00	FLH	434.80	3,913.20
CV19-2	0.00	0.00	0.00	0.00	GROUP LIFE	4.50	4.50
CV19-3	0.00	0.00	0.00	0.00	MEDICARE_EE	2,439.86	19,476.23
CV19-4	0.00	0.00	0.00	0.00	MEDICARE_ER	2,439.86	19,476.23
CV19-5	0.00	0.00	0.00	0.00	NWD	350.00	3,150.00
CV19-6	0.00	0.00	0.00	0.00	NYL	53.34	480.06
DBL	0.00	0.00	0.00	0.00	PDMRA ADDL LIFE	89.00	89.00
EOY	0.00	0.00	0.00	1,000.00	PEN_IM2	3,062.34	24,634.45
EPTO	0.00	0.00	0.00	0.00	PEN_IM2_ER	7,472.14	60,108.05
ESSNTLCOMP	0.00	0.00	0.00	0.00	PEN_IMR	2,877.81	25,318.61
FFCRA123	0.00	0.00	0.00	0.00	PEN_IMR_ER	7,021.87	61,777.39
FFCRA456	0.00	0.00	0.00	0.00	SITW	7,595.82	60,642.35
FNRL	0.00	0.00	0.00	923.50	SOCSEC_EE	10,432.17	83,277.53
GOLF LSSNS	0.00	0.00	0.00	0.00	SOCSEC_ER	10,432.17	83,277.53
HOL	442.00	0.00	11,992.48	57,562.92	STA	850.00	7,650.00
INC	0.00	0.00	0.00	0.00	STA %	329.23	3,035.99
INTERIM	0.00	0.00	0.00	260.80	UN	17.45	51.45
JRY	0.00	0.00	0.00	0.00	VISION	1.54	1.54
LWP	0.00	0.00	0.00	0.00	WAGELEVY	431.31	431.31
NHI	0.00	0.00	2,153.90	15,077.30			
OT	0.00	45.70	1,283.17	10,059.40			
PATH2	0.00	0.00	0.00	6,050.00			
PER	0.00	0.00	0.00	10,325.46			
REFERRAL	0.00	0.00	300.00	800.00			
REG	4,268.38	0.00	78,994.41	605,661.66			
SALARY	1,040.00	0.00	66,751.21	561,339.55			
SIC	12.50	0.00	358.20	9,996.06			
SIN	64.00	0.00	2,780.01	10,806.71			
TFB	0.00	0.00	600.00	1,654.17			
TIP	0.00	0.00	0.00	0.00			
TLI	0.00	0.00	0.36	635.15			
TVU	0.00	0.00	0.00	0.00			
VAC	105.00	0.00	2,815.20	55,672.79			
WELLNESS	16.00	0.00	641.99	2,933.84			

168,175.57

12,872.03

14,494.01

7.66

195,549.27

* = Check Adjustment >> = Pre-Tax Deductions capped at Applicable Gross

Payroll ID: 110

Pay Period End Date: 04/23/2022 Check Post Date: 04/29/2022 Bank ID: A

* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

Gross Pay This Period	Deduction Refund	Ded. This Period	Net Pay This Period	Gross Pay YTD	Dir. Dep.	Expense This Period
168,175.57	0.00	43,933.75	124,105.82	1,379,333.67	123,813.82	27,373.70

Tax Type	State / Loc	App Wages	Prior Ded	Taxable Gross
Social Security		168,775.93	514.31	168,261.62
Medicare		168,775.93	514.31	168,261.62
Federal		168,775.93	7,983.69	160,792.24
State	IL	166,628.73	7,891.57	158,737.16
State	WI	2,147.20	92.12	2,055.08

* = Check Adjustment >> = Pre-Tax Deductions capped at Applicable Gross

Mundelein Park District Warrant Report

050422

Date Paid 05/04/2022

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
293	COMCAST				
		INTERNET MCC	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$75.00
		INTERNET MCC	RECREATION PROGRAM FUND	ADMINISTRATION	\$188.40
		INTERNET	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$111.85
		REGENT CENTER - INTERNET	RECREATION PROGRAM FUND	REGENT CENTER	\$111.85
		DLRC INTERNET	RECREATION PROGRAM FUND	DIAMOND LAKE FACILITY	\$151.85
		INTERNET	CORPORATE FUND	GOLF PRO SHOP	\$139.90
		CUSTODIAL SUPPLIES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$69.99
		TV TROLLEY FOR TRAINING	CORPORATE FUND	ADMINISTRATION	\$112.00
		SWIM LESSON SUPPLIES	RECREATION PROGRAM FUND	MCC SWIM LESSONS	\$49.45
		PPE - HELMET	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$141.72
		SNAPCHAT AD FOR LIFEGUARD RECRUITMENT	RECREATION PROGRAM FUND	BAREFOOT BAY	\$20.00
		SNAPCHAT AD FOR LIFEGUARD RECRUITMENT	RECREATION PROGRAM FUND	BAREFOOT BAY	\$20.00
		ZOOM VIDEO DANCE	RECREATION PROGRAM FUND	LONG TERM DANCE	\$14.99
		ZOOM VIDEO DANCE	RECREATION PROGRAM FUND	LONG TERM DANCE	\$14.99
		REFUND FROM CANCELLED INTERNAL CONTROLS SEMINAR	CORPORATE FUND	ASSETS	\$(125.00)
		SNAPCHAT AD FOR LIFEGUARD RECRUITMENT	RECREATION PROGRAM FUND	BAREFOOT BAY	\$20.00
		SNAPCHAT AD FOR LIFEGUARD RECRUITMENT	RECREATION PROGRAM FUND	BAREFOOT BAY	\$20.00
		LADDER AND RESPIRATOR SUPPLIES	CORPORATE FUND	RISK MANAGEMENT	\$305.24
		AED RESPONDER BAG FOR BFB	CORPORATE FUND	RISK MANAGEMENT	\$17.95
		CALCULATORS	CORPORATE FUND	ADMINISTRATION	\$5.99
		CALCULATORS	RECREATION PROGRAM FUND	ADMINISTRATION	\$8.99
		SNACKS B&L/CUPS LC	RECREATION PROGRAM FUND	LEARNING CENTER	\$25.96
		SNACKS B&L/CUPS LC	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$188.38
		SNAPCHAT AD FOR LIFEGUARDS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$3.99
		KDS INTERNET	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$111.85
		A/C 787191477-00001	CORPORATE FUND	PUBLIC SAFETY	\$49.43
		A/C 787191477-00001	RECREATION PROGRAM FUND	ADMINISTRATION	\$19.00
		A/C 787191477-00001	CORPORATE FUND	ADMINISTRATION	\$19.01
		A/C 787191477-00001	CORPORATE FUND	GOLF PRO SHOP	\$75.68
		A/C 787191477-00001	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$572.03
		A/C 787191477-00001	RECREATION PROGRAM FUND	ADMINISTRATION	\$49.43
		A/C 787191477-00001	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$49.43
		A/C 787191477-00001	RECREATION PROGRAM FUND	REC CONNECTION	\$148.29
		A/C 787191477-00001	CORPORATE FUND	ADMINISTRATION	\$75.34
		A/C 787191477-00001	RECREATION PROGRAM FUND	ADMINISTRATION	\$27.67
		TRAILER TIRES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$169.49
		BOAT MAINTENANCE	CORPORATE FUND	PUBLIC SAFETY	\$12.24
		T-730 WIDE FORMAT PRINTER	CORPORATE FUND	ADMINISTRATION	\$131.81
		CUTTING PART REPLACEMENT			
		LIFEGUARD ADVERTISING	RECREATION PROGRAM FUND	BAREFOOT BAY	\$235.98
		DIRECT TV	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$256.99
		FITNESS SURVEY MONKEY	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$384.00
		DIGITAL NEWSPAPER	CORPORATE FUND	ADMINISTRATION	\$27.72
		OFFICE SUPPLIES	CORPORATE FUND	ADMINISTRATION	\$(8.00)
		OFFICE SUPPLIES	RECREATION PROGRAM FUND	ADMINISTRATION	\$(11.99)
		REGENT CENTER - ZOOM CLASSES	RECREATION PROGRAM FUND	REGENT CENTER	\$14.99
		BALL WASHER TOWELS	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$177.66
		FILTERS	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$29.44
		SUPERVISOR SYMPOSIUM	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$120.00
		ELECTRONIC FORMS TOOL	CORPORATE FUND	ADMINISTRATION	\$30.37
		SNAPCHAT AD FOR LIFEGUARDS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$20.00
		SNAPCHAT AD FOR LIFEGUARDS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$20.00
		SNAPCHAT AD FOR LIFEGUARDS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$20.00

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Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
		SURVEY MONKEY	RECREATION PROGRAM FUND	ADMINISTRATION	\$900.00
		ZOOM	RECREATION PROGRAM FUND	REC CONNECTION	\$14.99
		SURVEY MONKEY REFUND	RECREATION PROGRAM FUND	ADMINISTRATION	\$(900.00)
		COMPLIMENTARY FITNESS PASSES	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$97.09
		SNACKS FOR WASHINGTON AND DUNBAR	RECREATION PROGRAM FUND	REC CONNECTION	\$299.54
		HDMI CABLE	CORPORATE FUND	ADMINISTRATION	\$19.99
		SNAPCHAT AD FOR LIFEGUARD RECRUITMENT	RECREATION PROGRAM FUND	BAREFOOT BAY	\$20.00
		SNAPCHAT AD FOR LIFEGUARD RECRUITMENT	RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.99
		BUSINESS CARD FOR RACHEL ZENNER	CORPORATE FUND	ADMINISTRATION	\$35.49
		END OF YEAR GIFTS	RECREATION PROGRAM FUND	LEARNING CENTER	\$116.25
		END OF YEAR GIFTS	RECREATION PROGRAM FUND	LEARNING CENTER	\$5.00
		CUSTODIAL SUPPLIES	CORPORATE FUND	GOLF PRO SHOP	\$257.91
		COT SHEET SUPPLIES	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$139.09
		OFFICE SUPPLIES - MAIL MACHINE INK	CORPORATE FUND	ADMINISTRATION	\$87.16
		OFFICE SUPPLIES - MAIL MACHINE INK	RECREATION PROGRAM FUND	ADMINISTRATION	\$130.74
		STAFF RELATIONS	RECREATION PROGRAM FUND	ADMINISTRATION	\$25.00
		SPANISH TRANSLATION FORMS	RECREATION PROGRAM FUND	ADMINISTRATION	\$825.00
		SNAPCHAT AD FOR LIFEGUARD RECRUITMENT	RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.99
		REGENT CENTER - BINGO AND LUNCH	RECREATION PROGRAM FUND	REGENT CENTER	\$135.00
		ENTRANCE LIGHTING - MUSEUM	CORPORATE FUND	MUSEUM	\$29.96
		SNAPCHAT AD FOR LIFEGUARD RECRUITMENT	RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.99
		ZOOM	CORPORATE FUND	ADMINISTRATION	\$14.99
		TRAILER PARTS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$41.48
		ENVELOPES FOR GIFT CARDS	CORPORATE FUND	GOLF PRO SHOP	\$31.97
		STAFF BREAKFAST	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$29.98
		OFFICE SUPPLIES REFUND	CORPORATE FUND	ADMINISTRATION	\$(11.28)
		OFFICE SUPPLIES REFUND	RECREATION PROGRAM FUND	ADMINISTRATION	\$(16.91)
		SNAPCHAT AD FOR LIFEGUARD HIRING	RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.99
		SNAPCHAT AD FOR LIFEGUARD HIRING	RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.99
		SNAPCHAT AD FOR LIFEGUARD HIRING	RECREATION PROGRAM FUND	BAREFOOT BAY	\$20.00
		BUSINESS CARD FOR DAWN DAHL	CORPORATE FUND	ADMINISTRATION	\$35.49
		MICROWAVE REPLACEMENT	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$239.99
		GAUZE PADS FOR FIRST AID KITS	CORPORATE FUND	RISK MANAGEMENT	\$13.85
		FIRST AID	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$111.71
		BANDAIDS FOR FIRST AID KITS	CORPORATE FUND	RISK MANAGEMENT	\$62.30
		ANTIBIOTIC FOR FIRST AID KITS	CORPORATE FUND	RISK MANAGEMENT	\$12.93
		WILS ANNUAL CONFERENCE - BANNON	CORPORATE FUND	ADMINISTRATION	\$75.00
		STAFF RELATIONS	RECREATION PROGRAM FUND	ADMINISTRATION	\$24.77
		SNAPCHAT AD FOR LIFEGUARDS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.98
		TV SERVICE	CORPORATE FUND	GOLF PRO SHOP	\$69.99
		SPOTIFY	RECREATION PROGRAM FUND	BAREFOOT BAY	\$9.99
		GROUP EXERCISE ZOOM	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$14.99
		ZOOM FITNESS PROGRAM & HMHB	CORPORATE FUND	HEALTHY MINDS/HEALTHY	\$14.99
		ZOOM FITNESS PROGRAM & HMHB	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$14.99
		STAFF BIRTHDAY	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$5.00
		EASTER SUPPLIES	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$129.69
		SNAPCHAT AD FOR LIFEGUARDS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.96
		DOCKING STATIONS	RECREATION PROGRAM FUND	ADMINISTRATION	\$229.99
		DOCKING STATIONS	CORPORATE FUND	ADMINISTRATION	\$229.99
		DOCKING STATIONS	CORPORATE FUND	ADMINISTRATION	\$229.99

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		DOCKING STATIONS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$229.99
		DOCKING STATIONS	CORPORATE FUND	ASSETS	\$57.50
		MONITOR STANDS	CORPORATE FUND	ADMINISTRATION	\$89.97
		VIDEO EQUIPMENT-HEADSET	CORPORATE FUND	ADMINISTRATION	\$9.99
		VIDEO EQUIPMENT--WIRELESS	CORPORATE FUND	ADMINISTRATION	\$299.99
		LAVALIER MICROPHONES			
		GRADUATION SUPPLIES	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$134.93
		PROGRAM SUPPLIES	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$96.86
		PROGRAM SUPPLIES	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$13.58
		FIRE EXTINGUISHER HOOKS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$48.85
		BRONZE WYE STRAINER	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$90.12
		SNAPCHAT AD FOR LIFEGUARDS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.95
		FOOD FOR 1/2 DAY FOOD CRAFT	RECREATION PROGRAM FUND	REC CONNECTION	\$36.49
		FIELD TRIP DEPOSIT FOR ULTIMATE NINJA	RECREATION PROGRAM FUND	TRAILS DAY CAMP	\$100.00
		CLEANING SUPPLIES	CORPORATE FUND	GOLF PRO SHOP	\$32.58
		CLEANING SUPPLIES	RECREATION PROGRAM FUND	REGENT CENTER	\$32.59
		CLEANING SUPPLIES	RECREATION PROGRAM FUND	LONG TERM DANCE	\$32.58
		CLEANING SUPPLIES	RECREATION PROGRAM FUND	MCC FACILITY	\$32.58
		CLEANING SUPPLIES	RECREATION PROGRAM FUND	DUNBAR RECREATION CENT	\$32.58
		TRAILER TIRES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$501.76
		OFFICE SUPPLIES	CORPORATE FUND	ADMINISTRATION	\$44.36
		OFFICE SUPPLIES	RECREATION PROGRAM FUND	ADMINISTRATION	\$66.53
		TRAILER TIRES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$223.98
		SPRING EGG WALK INFLATABLES	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$125.35
		COTTONTAIL TRAIL SUPPLIES & KITES	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$364.84
		COTTONTAIL TRAIL SUPPLIES	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$38.75
		PARTIES & COTTONTAIL TRAIL	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$78.99
		SEW CUTE CLUB & EVENTS	RECREATION PROGRAM FUND	ART, THEATRE & MUSIC	\$54.01
		SEW CUTE CLUB & EVENTS	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$20.00
		PROGRAM SUPPLIES-BUTTERFLY UNIT	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$176.87
		CAKE DECORATING PARTY	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$156.35
		COTTONTAIL	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$145.00
		SNAPCHAT AD FOR LIFEGUARDS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.93
		SNAPCHAT AD FOR LIFEGUARDS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.99
		SNAPCHAT AD FOR LIFEGUARDS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$20.00
		SNAPCHAT AD FOR LIFEGUARDS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$20.00
		SNAPCHAT AD FOR LIFEGUARDS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.98
		CANDY FOR COTTONTAIL	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$301.75
		EXTRA CANDY COTTONTAIL	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$34.77
		NEW EMPLOYEE ORIENTATION	CORPORATE FUND	ADMINISTRATION	\$48.50
		THEATER & EVENTS	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$50.75
		THEATER & EVENTS	RECREATION PROGRAM FUND	ART, THEATRE & MUSIC	\$52.00
		W2W CONTRACT	RECREATION PROGRAM FUND	BAREFOOT BAY	\$390.00
		OFFICE SUPPLIES-RON'S OFFICE	CORPORATE FUND	ADMINISTRATION	\$10.99
		OFFICE SUPPLIES	CORPORATE FUND	ADMINISTRATION	\$9.19
		OFFICE SUPPLIES	RECREATION PROGRAM FUND	ADMINISTRATION	\$13.79
		EXECUTIVE DIRECTOR PRINTER	CORPORATE FUND	ADMINISTRATION	\$369.00
		NEW STAFF LUNCH	CORPORATE FUND	ASSETS	\$3.52
		NEW STAFF LUNCH	CORPORATE FUND	ADMINISTRATION	\$60.50
		LIFE RING FOR THE BOAT	CORPORATE FUND	PUBLIC SAFETY	\$107.61
		BOAT EQUIPMENT	CORPORATE FUND	PUBLIC SAFETY	\$39.99
		TENNIS NETS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$499.50
		SUGAR CLUB	RECREATION PROGRAM FUND	COOKING & NUTRITION	\$114.26
		SNAPCHAT AD FOR LIFEGUARDS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.94
		SUGAR CLUB	RECREATION PROGRAM FUND	COOKING & NUTRITION	\$94.33
		POOL CLOCK	RECREATION PROGRAM FUND	BAREFOOT BAY	\$41.99
		BRIGHTWHEEL APP	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$180.00

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Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
	BOXES		CORPORATE FUND	MUSEUM	\$418.85
	ZOOM - LAPORTE		RECREATION PROGRAM FUND	ADMINISTRATION	\$14.99
	TAXI KB4 CONFERENCE		CORPORATE FUND	ADMINISTRATION	\$69.86
	TRANSPORTATION KB4 CONFERENCE		CORPORATE FUND	ADMINISTRATION	\$65.00
	SNAPCHAT AD FOR LIFEGUARDS		RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.93
	TRANSPORTATION KB4 CONFERENCE		CORPORATE FUND	ADMINISTRATION	\$14.98
	TRANSPORTATION KB4 CONFERENCE		CORPORATE FUND	ADMINISTRATION	\$15.91
	SNAPCHAT AD FOR LIFEGUARDS		RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.99
	REGENT CENTER - KITCHEN SUPPLIES		RECREATION PROGRAM FUND	REGENT CENTER	\$66.02
	CAKE PARTY		RECREATION PROGRAM FUND	COOKING & NUTRITION	\$44.75
	REC STAFF TRAINING SUPPLIES		RECREATION PROGRAM FUND	ADMINISTRATION	\$250.56
	CAKE DECORATING PARTY		RECREATION PROGRAM FUND	SPECIAL EVENTS	\$144.85
	RETURN OF RESPIRATOR POUCHES		CORPORATE FUND	RISK MANAGEMENT	\$(95.48)
	HOTEL KB4 CONFERENCE MCINERNEY		CORPORATE FUND	ADMINISTRATION	\$319.46
	BUSINESS SERVICES ZOOM ACCOUNT		CORPORATE FUND	ADMINISTRATION	\$14.99
	APRIL				
	STAFF MEETING-ED BREAKFAST		CORPORATE FUND	ADMINISTRATION	\$49.97
	UPDATES				
	SUGAR CLUB		RECREATION PROGRAM FUND	COOKING & NUTRITION	\$60.06
	SNAPCHAT AD FOR LIFEGUARDS		RECREATION PROGRAM FUND	BAREFOOT BAY	\$20.00
	SNAPCHAT AD FOR LIFEGUARDS		RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.99
	TRANSPORTATION KB4 CONFERENCE		CORPORATE FUND	ADMINISTRATION	\$6.25
	OFFICE SUPPLIES REFUND		CORPORATE FUND	ADMINISTRATION	\$(44.36)
	OFFICE SUPPLIES REFUND		RECREATION PROGRAM FUND	ADMINISTRATION	\$(66.53)
	PROGRAM SUPPLIES		RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$41.40
	SNAPCHAT AD FOR LIFEGUARDS		RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.97
	SNAPCHAT AD FOR LIFEGUARDS		RECREATION PROGRAM FUND	BAREFOOT BAY	\$20.00
	SUGAR CLUB		RECREATION PROGRAM FUND	COOKING & NUTRITION	\$18.81
	HOTEL KB4 CONFERENCE GUIDRY		CORPORATE FUND	ADMINISTRATION	\$570.22
	MUSEUM-FILES		CORPORATE FUND	MUSEUM	\$261.39
	SNAPCHAT AD FOR LIFEGUARD		RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.98
	RECRUITMENT				
	DIRECT TV		RECREATION PROGRAM FUND	HEALTH & FITNESS	\$256.99
	DUNKIN LAZY RIVER PAINTING		RECREATION PROGRAM FUND	BAREFOOT BAY	\$34.00
	STARBUCKS REFUND TAX		RECREATION PROGRAM FUND	BAREFOOT BAY	\$53.50
	TAX REFUND		CORPORATE FUND	ASSETS	\$(57.50)
	SLING		CORPORATE FUND	PARKS AND PLAYGROUNDS	\$27.99
	CABLES AND SUPPLIES		CORPORATE FUND	ADMINISTRATION	\$204.74
	SAFETY GLASSES		CORPORATE FUND	GOLF COURSE MAINTAINEN	\$122.75
	GROUP EXERCISE TABLET/REMOTE		RECREATION PROGRAM FUND	GROUP X PROGRAMS	\$25.66
	CHARGERS				
	SHOWER CURTAINS		RECREATION PROGRAM FUND	HEALTH & FITNESS	\$46.41
	BADGE CLIPS AND LAMINATING		RECREATION PROGRAM FUND	HEALTH & FITNESS	\$62.70
	SHEETS				
	BADGE CLIPS AND LAMINATING		RECREATION PROGRAM FUND	HEALTH & FITNESS	\$13.87
	SHEETS				
	PRINTER TONER		RECREATION PROGRAM FUND	HEALTH & FITNESS	\$110.89
	LAMINATER CARRIERS		RECREATION PROGRAM FUND	HEALTH & FITNESS	\$11.99
	CPO TRAINING - WYLIE		CORPORATE FUND	PARKS AND PLAYGROUNDS	\$345.00
	BANK DEPOSIT BOOKS		CORPORATE FUND	ADMINISTRATION	\$417.12
	PART OF ALPHA MEDIA DIGITAL		RECREATION PROGRAM FUND	BAREFOOT BAY	\$42.02
	ADVERTISING FOR LIFEGUARD				
	RECRUITMENT-GOOGLE ADS				
	TRANSPORTATION AT KB4		CORPORATE FUND	ADMINISTRATION	\$26.74
	CONFERENCE				
	CREDIT SAFETY GLASSES		CORPORATE FUND	GOLF COURSE MAINTAINEN	\$(117.12)
	PRINTER RIBBON		RECREATION PROGRAM FUND	HEALTH & FITNESS	\$141.90
	STAFF PROMO APPRECIATION		RECREATION PROGRAM FUND	HEALTH & FITNESS	\$55.00
	PROGRAM SUPPLIES-ANIMAL BOX		RECREATION PROGRAM FUND	LEARNING CENTER	\$45.00

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		TIK TOK--SET UP FOR LIFEGUARD RECRUITMENT	RECREATION PROGRAM FUND	BAREFOOT BAY	\$10.00
		TIKTOK AD SETUP FOR LIFEGUARDS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$(10.00)
		NEWSPAPER-DIGITAL ACCESS	CORPORATE FUND	ADMINISTRATION	\$27.72
		DANCE COSTUMES	RECREATION PROGRAM FUND	LONG TERM DANCE	\$766.05
		STAFF BIRTHDAY	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$5.00
		REC ADVISORY COMMITTEE SNACKS	RECREATION PROGRAM FUND	ADMINISTRATION	\$25.06
		FIELD TRIP DEPOSIT OF \$200 FOR CAMP	RECREATION PROGRAM FUND	TRAILS DAY CAMP	\$200.00

Check Total:	\$19,740.82
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Warrant Total: \$19,740.82

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Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
134281	A BARR SALES, INC	CO2 REFILLS	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$110.00
Check Total:					\$110.00
134282	A T & T	TELEPHONE - KDS	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$134.03
		TELEPHONE - MUSEUM	CORPORATE FUND	MUSEUM	\$133.39
Check Total:					\$267.42
134283	A T & T	INTERNET	RECREATION PROGRAM FUND	ADMINISTRATION	\$922.60
Check Total:					\$922.60
134284	ABC SUPPLY CO-MBA #743	DLRC - ROOF REPAIR	RECREATION PROGRAM FUND	DIAMOND LAKE FACILITY	\$94.29
Check Total:					\$94.29
134285	ACE HARDWARE	CLEANING SUPPLIES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$15.26
		LED LIGHTS/FASTENERS	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$55.91
		REPAIR SUPPLIES	CORPORATE FUND	GOLF PRO SHOP	\$23.44
		DRILL BITS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$51.05
Check Total:					\$145.66
134286	ACUSHNET COMPANY	PUTTER	CORPORATE FUND	GOLF PRO SHOP	\$314.29
		CLUB	CORPORATE FUND	GOLF PRO SHOP	\$139.49
		BALLS	CORPORATE FUND	GOLF PRO SHOP	\$371.40
		CLUB	CORPORATE FUND	GOLF PRO SHOP	\$299.70
		CLUBS	CORPORATE FUND	GOLF PRO SHOP	\$212.63
		CLUB	CORPORATE FUND	GOLF PRO SHOP	\$126.00
		HATS	CORPORATE FUND	GOLF PRO SHOP	\$147.00
		HATS	CORPORATE FUND	GOLF PRO SHOP	\$965.79
		HATS	CORPORATE FUND	GOLF PRO SHOP	\$205.80
		SHORTS	CORPORATE FUND	GOLF PRO SHOP	\$715.65
		PUTTER	CORPORATE FUND	GOLF PRO SHOP	\$314.35
Check Total:					\$3,812.10
134287	ALBERTSONS COMPANIES INC	PROGRAM SUPPLIES	RECREATION PROGRAM FUND	LEARNING CENTER	\$16.26
Check Total:					\$16.26
134288	ALLIED CENTRAL SECURITY &	DRC - FIRE DUCT DETECTOR REPAIR	RECREATION PROGRAM FUND	DUNBAR RECREATION CENT	\$622.99
Check Total:					\$622.99
134289	ALTA VISTA MONTESSORI SCHOOL	REFUNDING CREDIT ON ACCOUNT	RECREATION PROGRAM FUND	ASSETS	\$10.00
Check Total:					\$10.00
134290	AMERICAN BACKFLOW & FIRE PREVENTION	FIRE PREVENTION	CORPORATE FUND	GOLF PRO SHOP	\$217.66
		FIRE PREVENTION	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$217.66
		FIRE PREVENTION	RECREATION PROGRAM FUND	REGENT CENTER	\$217.65
Check Total:					\$652.97

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134291	ANDERSON PEST SOLUTIONS				
		DRC PEST CONTROL	RECREATION PROGRAM FUND	DUNBAR RECREATION CENT	\$12.60
		DRC PEST CONTROL	RECREATION PROGRAM FUND	DUNBAR RECREATION CENT	\$9.45
		DRC PEST CONTROL	RECREATION PROGRAM FUND	GROUP X PROGRAMS	\$6.30
		DRC PEST CONTROL	RECREATION PROGRAM FUND	TRAILS DAY CAMP	\$6.30
		DRC PEST CONTROL	RECREATION PROGRAM FUND	REC CONNECTION	\$22.05
		DRC PEST CONTROL	RECREATION PROGRAM FUND	LONG TERM DANCE	\$6.30
		PEST CONTROL - B&L	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$45.19
		MUSEUM PEST CONTROL	CORPORATE FUND	MUSEUM	\$37.13
		PEST CONTROL	CORPORATE FUND	GOLF PRO SHOP	\$92.70
		PEST CONTROL	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$92.55
		PEST CONTROL - BAY	RECREATION PROGRAM FUND	BAREFOOT BAY	\$76.51
		PEST CONTROL - MAUSOLEUM	RECREATION PROGRAM FUND	BAREFOOT BAY	\$52.97
Check Total:					\$460.05
134292	ARTHUR CLESEN INC				
		PENECAL	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$3,815.00
Check Total:					\$3,815.00
134293	AUTO-WARES GROUP				
		BATTERY	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$293.98
		BATTERY CREDIT	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$(44.00)
		BATTERY	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$152.99
		BATTERY CREDIT	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$(263.98)
Check Total:					\$138.99
134294	BASELINE YOUTH SPORTS, INC				
		BASELINE YOUTH SPORTS-APRIL UMPIRES	RECREATION PROGRAM FUND	SOFTBALL LEAGUE - ADULT	\$360.00
Check Total:					\$360.00
134295	BATTERIES PLUS LLC				
		BATTERIES	CORPORATE FUND	GOLF PRO SHOP	\$227.00
		BATTERIES AND LIGHT BULBS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$149.95
		THORGUARD BATTERY REPLACEMENT	RECREATION PROGRAM FUND	BAREFOOT BAY	\$165.11
Check Total:					\$542.06
134296	BERRY TIRE & AUTO				
		MOWER TIRES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$131.00
Check Total:					\$131.00
134297	BLACK CLOVER ENTERPRISES, LLC				
		HATS	CORPORATE FUND	GOLF PRO SHOP	\$272.25
Check Total:					\$272.25
134298	BUHRMAN DESIGN GROUP INC				
		LANDSCAPING CONTRACT	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$5,167.73
Check Total:					\$5,167.73
134299	BURRIS EQUIPMENT CO				
		CASE HYDRAULIC COUPLER	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$154.09
		BALLFIELD GROOMER REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$714.41
Check Total:					\$868.50
134300	CALLAWAY GOLF COMPANY				
		CLUB	CORPORATE FUND	GOLF PRO SHOP	\$315.70
		CLUB	CORPORATE FUND	GOLF PRO SHOP	\$16.69

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		CLUBS	CORPORATE FUND	GOLF PRO SHOP	\$875.44
		CLUBS	CORPORATE FUND	GOLF PRO SHOP	\$1,085.40
				Check Total:	\$2,293.23
134301	CASINO GROUP INC				
		REGENT CENTER - FOUR WINDS CASINO PAYMENT	RECREATION PROGRAM FUND	REGENT CENTER	\$1,323.00
				Check Total:	\$1,323.00
134302	CERTIFIED LABORATORIES				
		LUBE	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$690.45
				Check Total:	\$690.45
134303	CLOWNING AROUND ENTERTAINMENT				
		BEACH BASH HAWAIIAN DANCER	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$559.00
		PONY RIDES FOR DADDY DAUGHTER DANCE	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$1,304.00
				Check Total:	\$1,863.00
134304	ComEd				
		ELECTRIC - KRACKLAUER	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$45.31
				Check Total:	\$45.31
134305	CONSERV FS INC				
		PARKS DIESEL FUEL	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$643.88
		PARKS UNLEADED GASOLINE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$1,584.08
		UNLEADED GAS	CORPORATE FUND	GOLF PRO SHOP	\$1,559.78
		UNLEADED FUEL	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$1,580.01
		DIESEL FUEL	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$898.75
		BASEBALL INFIELD MIX	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$455.26
				Check Total:	\$6,721.76
134306	CONSTELLATION NEW ENERGY, INC				
		BFB ELECTRIC	RECREATION PROGRAM FUND	BAREFOOT BAY	\$612.07
		REGENT CENTER - ELECTRIC	RECREATION PROGRAM FUND	REGENT CENTER	\$253.74
		MCC ELECTRIC	RECREATION PROGRAM FUND	MCC FACILITY	\$540.08
		MCC ELECTRIC	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$810.12
		MCC ELECTRIC	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$2,160.31
		MCC ELECTRIC	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$1,890.27
		KDS ELECTRIC	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$126.05
		BFB BATHHOUSE ELECTRIC	RECREATION PROGRAM FUND	BAREFOOT BAY	\$448.19
		ELECTRIC - LONGMEADOW	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$33.69
		ELECTIRC - HANRAHAN	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$18.61
		ELECTRIC - MEMORIAL	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$30.26
		ELECTRIC - LEWANDOWSKI	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$26.35
		ELECTRIC - MUSEUM	CORPORATE FUND	MUSEUM	\$66.36
		ELECTRIC - MIONE GARAGE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$46.01
		ELECTRIC - PARK MAINT BUILDING	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$377.48
		ELECTRIC - DL SPORTS COMPLEX	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$30.19
		ELECTRIC - BOAT LAUNCH	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$18.33
		ELECTRIC - DIAMOND LAKE PARK LIGHTS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$21.58
		ELECTRIC - BOAT HOUSE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$23.06
		DLRC - ELECTRIC	RECREATION PROGRAM FUND	DIAMOND LAKE FACILITY	\$369.62
		ELECTRIC - DIAMOND LAKE SPORTS COMPLEX	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$119.75
		ELECTRIC	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$1,082.41
		ELECTRIC	CORPORATE FUND	GOLF PRO SHOP	\$582.83

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		SB LIGHTS	RECREATION PROGRAM FUND	SOFTBALL FIELDS	\$80.21
		DRC ELECTRIC	RECREATION PROGRAM FUND	DUNBAR RECREATION CENT	\$174.75
		DRC ELECTRIC	RECREATION PROGRAM FUND	DUNBAR RECREATION CENT	\$131.06
		DRC ELECTRIC	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$87.37
		DRC ELECTRIC	RECREATION PROGRAM FUND	TRAILS DAY CAMP	\$87.37
		DRC ELECTRIC	RECREATION PROGRAM FUND	REC CONNECTION	\$305.81
		DRC ELECTRIC	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$87.37
				Check Total:	\$10,641.30
134307	CUTLER WORKWEAR				
		STAFF UNIFORMS - VASQUEZ	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$203.07
		STAFF UNIFORMS - VASQUEZ	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$179.95
				Check Total:	\$383.02
134308	DELICIOUS UNLIMITED				
		QUALITY CATERING FOOD SERVICE FOR WK OF 4/11	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$483.06
		QUALITY CATERING FOOD SERVICE FOR WK OF 4/18	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$582.55
				Check Total:	\$1,065.61
134309	ERNIE'S WRECKER SERVICE INC				
		TOWING	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$150.00
				Check Total:	\$150.00
134310	FAULKS BROS. CONSTRUCTION, INC				
		TEE/APP TOPDRESSING SAND	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$826.55
		CREDIT TEE/APP TOPDRESSING SAND	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$(826.55)
		TEE/APP TOP-DRESSING SAND	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$917.57
				Check Total:	\$917.57
134311	FGM ARCHITECTS INC				
		BIG AND LITTLE PROJECT	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$425.00
				Check Total:	\$425.00
134312	FSS TECHNOLOGIES LLC				
		FIRE ALARM	CORPORATE FUND	GOLF PRO SHOP	\$219.00
		ALARM SERVICE	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$219.00
		ALARM SERVICE - DLRC	RECREATION PROGRAM FUND	DIAMOND LAKE FACILITY	\$144.00
		ALARM SERVICE - DRC	RECREATION PROGRAM FUND	DUNBAR RECREATION CENT	\$219.00
		REGENT CENTER - ALARM SYSTEM	RECREATION PROGRAM FUND	REGENT CENTER	\$144.00
		BAY FIRE ALARM SERVICE	RECREATION PROGRAM FUND	BAREFOOT BAY	\$144.00
		ALARM - SERVICE CALL	CORPORATE FUND	MUSEUM	\$225.00
				Check Total:	\$1,314.00
134313	FSS TECHNOLOGIES LLC				
		MCC ALARM MONITORING	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$21.90
		MCC ALARM MONITORING	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$21.90
		MCC ALARM MONITORING	RECREATION PROGRAM FUND	MCC FACILITY	\$175.20
		FIRE ALARM MONITORING - MUSEUM	CORPORATE FUND	MUSEUM	\$219.00
				Check Total:	\$438.00
134314	FULLIFE SAFETY CENTER				
		RESPIRATOR FIT TESTING 5 STAFF	CORPORATE FUND	RISK MANAGEMENT	\$124.95
				Check Total:	\$124.95
134315	GEAR FOR SPORTS				

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		APPAREL	CORPORATE FUND	ADMINISTRATION	\$122.50
		APPAREL	RECREATION PROGRAM FUND	ADMINISTRATION	\$52.50
		APPAREL	RECREATION PROGRAM FUND	ADMINISTRATION	\$70.00
		APPAREL	CORPORATE FUND	ADMINISTRATION	\$140.00
		APPAREL	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$245.00
		APPAREL	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$56.33
				Check Total:	\$686.33
134316	GEWALT HAMILTON ASSOCIATES INC				
		ENGINEERING-RECREATION WAY	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$2,220.00
				Check Total:	\$2,220.00
134317	GREG PETRY CONSULTING LLC				
		COMPREHENSIVE PLANNING	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$900.00
				Check Total:	\$900.00
134318	GROOT INC				
		REFUSE - DUNBAR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$155.82
		REFUSE - MCC MAINT YARD	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$1,255.20
		GARBAGE COLLECTION	CORPORATE FUND	GOLF PRO SHOP	\$649.67
				Check Total:	\$2,060.69
134319	HOME DEPOT CREDIT SERVICES				
		SOFTBALL FIELD MAINT	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$29.96
		BFB LOCKER ROOM	RECREATION PROGRAM FUND	BAREFOOT BAY	\$82.22
		ACCESSORIES FOR NEW LIGHTING	RECREATION PROGRAM FUND	LEARNING CENTER	\$17.47
		TRAILER REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$246.94
		SOFTBALL FIELD REPAIRS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$17.35
		GUTTER SUPPLIES	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$24.60
		PAINT FOR AMENITIES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$121.85
		MUSEUM LIGHT REPAIR	CORPORATE FUND	MUSEUM	\$14.97
		SCOTT BROWN REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$15.25
		MAINTENANCE SUPPLIES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$10.97
		PAINTING PROJECT BENCHES	RECREATION PROGRAM FUND	BAREFOOT BAY	\$61.66
		BFB WATER HEATER REPAIR	RECREATION PROGRAM FUND	BAREFOOT BAY	\$10.98
		BUILDING REPAIRS	CORPORATE FUND	GOLF PRO SHOP	\$37.36
		BUILDING REPAIRS	CORPORATE FUND	GOLF PRO SHOP	\$75.40
		BUILDING REPAIRS	CORPORATE FUND	GOLF PRO SHOP	\$25.78
		PARKING STOPS MAINT	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$40.90
		BFB REPAIRS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$16.79
		BAY PAINT PROJECTS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$73.86
		HAND TOOLS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$13.97
		FACILITY MAINTENANCE SUPPLIES	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$33.84
		BUILDING REPAIRS	CORPORATE FUND	GOLF PRO SHOP	\$32.09
		BAY PAINT PROJECTS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$96.54
		IRRIGATION SUPPLIES	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$40.82
		MAINT BUILDING REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$37.40
		ICE RINK SUPPLIES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$80.94
		BFB MAINTENANCE	RECREATION PROGRAM FUND	BAREFOOT BAY	\$83.50
		PAINTING PROJECTS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$109.49
		RANGER BOAT - SUPPLIES	CORPORATE FUND	PUBLIC SAFETY	\$43.28
		REPAIRS	CORPORATE FUND	GOLF PRO SHOP	\$95.75
				Check Total:	\$1,591.93
134320	HUCKSTER INC				
		SNACKS	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$164.50
				Check Total:	\$164.50

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134321	IMPACT NETWORKING, LLC				
		3RD FLOOR COPIES 4/28/2022 TO 5/27/2022	CORPORATE FUND	ADMINISTRATION	\$106.07
		3RD FLOOR COPIES 4/28/2022 TO 5/27/2022	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$2.79
		3RD FLOOR COPIES 4/28/2022 TO 5/27/2022	CORPORATE FUND	GOLF PRO SHOP	\$0.75
		3RD FLOOR COPIES 4/28/2022 TO 5/27/2022	RECREATION PROGRAM FUND	ADMINISTRATION	\$149.30
		3RD FLOOR COPIES 4/28/2022 TO 5/27/2022	RECREATION PROGRAM FUND	LEARNING CENTER	\$11.72
		3RD FLOOR COPIES 4/28/2022 TO 5/27/2022	RECREATION PROGRAM FUND	REGENT CENTER	\$30.81
		3RD FLOOR COPIES 4/28/2022 TO 5/27/2022	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$9.31
		3RD FLOOR COPIES 4/28/2022 TO 5/27/2022	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$16.11
		3RD FLOOR COPIES 4/28/2022 TO 5/27/2022	RECREATION PROGRAM FUND	BAREFOOT BAY	\$0.09
		3RD FLOOR COPIES 4/28/2022 TO 5/27/2022	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$0.05
				Check Total:	\$327.00
134322	JC LICHT LLC				
		SMALL TOOLS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$3.50
				Check Total:	\$3.50
134323	KLOSS DISTRIBUTING CO INC				
		BEER	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$517.50
		BEER	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$532.65
		BEER	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$311.40
				Check Total:	\$1,361.55
134324	KNAPHEIDE TRUCK EQ CENTER				
		LIFT GATE FOR TRUCK	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$2,552.00
				Check Total:	\$2,552.00
134325	LAKE COUNTY				
		WATER SERVICE STEEPLE CHASE	CORPORATE FUND	GOLF PRO SHOP	\$44.14
				Check Total:	\$44.14
134326	LAKESHORE BEVERAGE CO				
		BEER	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$185.60
		BEER	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$182.35
				Check Total:	\$367.95
134327	LANGTON GROUP				
		MOWING CONTRACT	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$6,124.44
				Check Total:	\$6,124.44
134328	LAUTERBACH & AMEN, LLP				
		FIVE YEAR FINANCIAL FORECAST	CORPORATE FUND	ADMINISTRATION	\$680.00
				Check Total:	\$680.00
134329	LECHNER AND SONS				
		RENTAL TOWELS	CORPORATE FUND	GOLF PRO SHOP	\$87.50
				Check Total:	\$87.50
134330	LENNIC GROUP LTD				

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		CIGARS	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$264.75
				Check Total:	\$264.75
134331	LESTER'S MATERIAL SERVICE, INC				
		BIG & LITTLE LANDSCAPING REPAIR - TOPSOIL	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$32.40
				Check Total:	\$32.40
134332	MARLEY SERVICES INC				
		DEEP TINE GREENS	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$1,600.00
				Check Total:	\$1,600.00
134333	MASTERBLEND INTERNATIONAL, LLC				
		ACELEPRYN/DIM FERT	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$8,140.80
				Check Total:	\$8,140.80
134334	METROPOLITAN INDUSTRIES				
		REPAIR FOR SEPTIC TANK	CORPORATE FUND	GOLF PRO SHOP	\$192.77
				Check Total:	\$192.77
134335	MICKEY'S LINEN & TOWEL SUPPLY				
		KITCHEN TOWELS	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$76.44
		KITCHEN TOWEL RENTALS	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$76.44
				Check Total:	\$152.88
134336	MIGHTY MITES				
		COMMUNITY DAYS TROPHIES	RECREATION PROGRAM FUND	ASSETS	\$457.70
				Check Total:	\$457.70
134337	MORRISON'S LAUNDRY & CLEANERS				
		LAUNDER CLEANING TOWELS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$40.80
				Check Total:	\$40.80
134338	NAPA AUTO PARTS				
		BOAT MAINTENANCE	CORPORATE FUND	PUBLIC SAFETY	\$35.26
		BOAT MAINTENANCE	CORPORATE FUND	PUBLIC SAFETY	\$277.76
		10W-30 OIL	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$64.67
		RETURN OF PARTS	CORPORATE FUND	PUBLIC SAFETY	\$(269.88)
		BOAT MAINTENANCE	CORPORATE FUND	PUBLIC SAFETY	\$14.09
		LIGHT BULB REPLACEMENT	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$4.03
		TIRE REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$131.81
		DOOR REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$16.70
		HYDRAULIC OIL CHANGE SUPPLIES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$466.85
		MOTOR TEST SUPPLIES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$112.69
				Check Total:	\$853.98
134339	PDRMA				
		LIABILITY INSURANCE APRIL	CORPORATE FUND	RISK MANAGEMENT	\$12,189.05
				Check Total:	\$12,189.05
134340	PENDELTON TURF SUPPLY INC				
		MAXTIMA/ENCARTIS FUNGICIDE	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$4,500.00
		ENCARTIS	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$2,200.00
				Check Total:	\$6,700.00
134341	PEPSI-COLA				
		PEPSI	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$334.30

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	BFB PEPSI		RECREATION PROGRAM FUND	BAREFOOT BAY CONCESSIO	\$2,342.91
				Check Total:	\$2,677.21
134342	PETTY CASH - MATT LAPORTE				
	PETTY CASH - AQUATICS		RECREATION PROGRAM FUND	ASSETS	\$1,500.00
	PETTY CASH - AQUATICS		RECREATION PROGRAM FUND	ASSETS	\$200.00
	PETTY CASH - AQUATICS		RECREATION PROGRAM FUND	ASSETS	\$400.00
	PETTY CASH - AQUATICS		RECREATION PROGRAM FUND	ASSETS	\$100.00
				Check Total:	\$2,200.00
134343	PETTY CASH - MATT LAPORTE				
	PETTY CASH - DANCE RECITAL		RECREATION PROGRAM FUND	ASSETS	\$400.00
				Check Total:	\$400.00
134344	R & R PRODUCTS, INC				
	ROLLERS		CORPORATE FUND	GOLF COURSE MAINTAINEN	\$1,418.10
	MULCHING BLADE		CORPORATE FUND	GOLF COURSE MAINTAINEN	\$291.50
				Check Total:	\$1,709.60
134345	RAUL ORTIZ				
	REFUND REGENT RENTAL DEPOSIT		RECREATION PROGRAM FUND	ASSETS	\$400.00
				Check Total:	\$400.00
134346	REINDERS INC				
	SIDEWINDER PARTS		CORPORATE FUND	GOLF COURSE MAINTAINEN	\$464.89
	SPRINGS		CORPORATE FUND	GOLF COURSE MAINTAINEN	\$113.57
	THROTTLE CABLE		CORPORATE FUND	GOLF COURSE MAINTAINEN	\$137.30
	TORO SCRAPER KIT		CORPORATE FUND	GOLF COURSE MAINTAINEN	\$408.51
	TIRES AND RIMS FOR MOWER		CORPORATE FUND	PARKS AND PLAYGROUNDS	\$679.79
				Check Total:	\$1,804.06
134347	RICHARD HANZEL				
	HITTING CAGE SUPPLIES		CORPORATE FUND	GOLF COURSE MAINTAINEN	\$151.49
				Check Total:	\$151.49
134348	ROBOTHINK LLC				
	ROBOTHINK INSTRUCTOR		RECREATION PROGRAM FUND	MISC. YOUTH & ADULT PRO	\$577.50
				Check Total:	\$577.50
134349	ROGAN SHOES, INC				
	STAFF UNIFORMS - FONSECA		CORPORATE FUND	PARKS AND PLAYGROUNDS	\$110.50
				Check Total:	\$110.50
134350	SCHURING & SCHURING, INC				
	MILK SERVICE		RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$67.20
	MILK SERVICE		RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$67.20
	MILK SERVICE		RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$67.20
				Check Total:	\$201.60
134351	SITEONE LANDSCAPE SUPPLY LLC				
	SOD		CORPORATE FUND	GOLF COURSE MAINTAINEN	\$216.00
	SOD		CORPORATE FUND	GOLF COURSE MAINTAINEN	\$216.00
				Check Total:	\$432.00
134352	SOUND OF MUSIC SYSTEMS CORP				
	FITNESS MUSIC ROYALTIES		RECREATION PROGRAM FUND	HEALTH & FITNESS	\$45.00

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Check Total:					\$45.00
134353	SOUTHERN GLAZERS OF IL	LIQUOR	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$552.80
Check Total:					\$552.80
134354	SPEAR CORPORATION	BAREFOOT BAY - STENNER PUMPS	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$8,429.96
		BAREFOOT BAY - VGB COVERS	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$4,685.44
		VACUUM BFB	RECREATION PROGRAM FUND	BAREFOOT BAY	\$9,120.48
		SPEARS REPAIRS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$6,001.25
Check Total:					\$28,237.13
134355	SPORTSMITH	FITNESS EQUIPMENT PARTS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$40.45
		FITNESS EQUIPMENT PARTS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$45.11
Check Total:					\$85.56
134356	STA-KLEEN, INC	BUILDING REPAIRS	CORPORATE FUND	GOLF PRO SHOP	\$480.00
Check Total:					\$480.00
134357	SUN MOUNTAIN SPORTS INC	BAG	CORPORATE FUND	GOLF PRO SHOP	\$150.00
Check Total:					\$150.00
134358	SYSCO FOOD SRVCS-CHICAGO INC	FOOD AND SUPPLIES	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$438.86
		FOOD AND SUPPLIES	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$30.15
		FOOD AND SUPPLIES	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$796.43
		FOOD AND SUPPLIES	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$123.44
		FOOD AND SUPPLIES	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$17.85
		FOOD AND SUPPLIES	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$1,164.75
Check Total:					\$2,571.48
134359	THE GODDARD SCHOOL	REFUNDING CREDIT ON ACCOUNT	RECREATION PROGRAM FUND	ASSETS	\$25.00
Check Total:					\$25.00
134360	THE LIFEGUARD STORE	OUTDOOR STAFF UNIFORMS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$2,946.45
Check Total:					\$2,946.45
134361	THE PRINTING FACTORY	MUSEUM BOOKS	CORPORATE FUND	MUSEUM	\$372.00
Check Total:					\$372.00
134362	TURANO BAKING COMPANY	A/C#7018251, BREAD	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$104.21
		A/C#7018251, BREAD	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$75.71
Check Total:					\$179.92
134363	ULINE	BARRICADES FOR BAY	RECREATION PROGRAM FUND	BAREFOOT BAY	\$1,260.00
Check Total:					\$1,260.00
134364	UNWIRED LLC				

Mundelein Park District
Warrant Report
Date Paid 05/09/2022

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
		MUSEUM INTERNET 03/23/2022-04/22/2022	CORPORATE FUND	MUSEUM	\$19.95
				Check Total:	\$19.95
134365	VERSION2 CONSULTING, LLC				
		DELL UNITY RENEWAL	CORPORATE FUND	ADMINISTRATION	\$2,057.54
		QUARTERLY IT SERVICES -	CORPORATE FUND	ADMINISTRATION	\$4,194.00
		MONITORING AND MAINTENACE			
		IT SERVICE HOURS	CORPORATE FUND	ADMINISTRATION	\$6,020.00
				Check Total:	\$12,271.54
134366	VERSION2, LLC - HOSTING				
		BACKUP AND ARCHIVING	CORPORATE FUND	ADMINISTRATION	\$654.00
				Check Total:	\$654.00
134367	VILLAGE OF LAKE ZURICH				
		REFUNDING CREDIT ON ACCOUNT	RECREATION PROGRAM FUND	ASSETS	\$50.00
				Check Total:	\$50.00
134368	WAREHOUSE DIRECT OFFICE PROD				
		CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$253.62
		CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$103.33
		REGENT CENTER- BATHROOM	RECREATION PROGRAM FUND	REGENT CENTER	\$164.85
		SUPPLIES			
		CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$226.73
		CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$75.58
		REGENT CENTER - PRINTER INK	RECREATION PROGRAM FUND	REGENT CENTER	\$46.11
		OFFICE SUPPLIES	CORPORATE FUND	ADMINISTRATION	\$69.46
		OFFICE SUPPLIES	RECREATION PROGRAM FUND	ADMINISTRATION	\$104.18
		DRC CUSTODIAL	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$33.84
		DRC CUSTODIAL	RECREATION PROGRAM FUND	TRAILS DAY CAMP	\$33.84
		DRC CUSTODIAL	RECREATION PROGRAM FUND	ADMINISTRATION	\$33.84
		DRC CUSTODIAL	RECREATION PROGRAM FUND	REC CONNECTION	\$78.97
		DRC CUSTODIAL	RECREATION PROGRAM FUND	DUNBAR RECREATION CENT	\$45.13
		CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$84.20
		CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	MCC FACILITY	\$21.05
		CUSTODIAL SUPPLIES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$21.05
		GLOVES	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$102.63
				Check Total:	\$1,498.41
134369	WILD GOOSE CHASE INC				
		GOOSE CONTROL	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$2,462.00
				Check Total:	\$2,462.00

Warrant Total: \$161,127.93



**MUNDELEIN PARK &
RECREATION DISTRICT**

BOARD MEMORANDUM

May 9, 2022 Board Meeting Agenda Item

To: Board of Commissioners
From: Ron Salski, Executive Director
Date: May 5, 2022
Subject: Business of the 2021-2022 Board

Background

This meeting agenda item is an annual “best practice” which allows existing and/or new board members to close the business of the board.

Analysis/Considerations

During the meeting on May 9, 2022, the 2021-2022 year’s business will come to an end.

Procedurally, upon reaching Old Business agenda item, President Frasier shall declare the Board Business of 2021-2022 complete:

“As President of the Mundelein Park & Recreation District Board of Park Commissioners, I hereby declare the 2021-2022 Board is now complete.”

Recommendation

None.

Action and Motion Requested

None.



MUNDELEIN PARK &
RECREATION DISTRICT

BOARD MEMORANDUM

May 9, 2022 Board Meeting Agenda Item

To: Board of Commissioners
From: Ron Salski, Executive Director
Date: May 5, 2022
Subject: Call to order of the 2022-2023 Board

Background

This meeting agenda item is an annual “best practice” which allows existing and/or new board members to set the stage for the upcoming year. Officer positions and appointments are discussed and approved after the business of the board is declared so this approach begins the process for the Board.

Analysis/Considerations

Board Secretary Salski will state: “As Board Secretary, I declare the first meeting of the 2022-2023 Business of the Board now called to order.

The Board Secretary will call the roll:

Commissioner Dolan	_____
Commissioner Frasier	_____
Commissioner Knudson	_____
Commissioner McGrath	_____
Commissioner Ortega	_____

Recommendation

None.

Action and Motion Requested

None.



**MUNDELEIN PARK &
RECREATION DISTRICT**

BOARD MEMORANDUM

May 9, 2022 Board Meeting Agenda Item

To: Board of Commissioners
From: Ron Salski, Executive Director
Date: May 5, 2022
Subject: Election of Board Officers

Background

Per the Park District Code and Board Policy Manual, the Board is required to elect annually a President, Vice-President and Treasurer. Although, Board Officers typically remain in the position for two years per Board Policy Manual. The following are the current board officers:

Wally Frasier, President
Pat McGrath, Vice-President
Bob Knudson, Treasurer

Analysis/Considerations

For election of the Board Officer positions, the Secretary will request a motion for Commissioners be cast for the Board President, Vice-President and Treasurer positions from 2022-2023. A Commissioner seconds the motion. The Board Secretary will request any other nominations and if so, the process is the same.

- a. Board Secretary has a roll call to close the nominations.
- b. Board Secretary takes a roll call of the votes and declares the results.
- c. Board Secretary declares that specific Commissioners have been duly elected to serve as President, Vice-President and Treasurer of the Board of Park Commissioners.
- d. The President assumes the duty of first in command.

Recommendation

None.

Action and Motion Requested

As presented.



BOARD MEMORANDUM

May 9, 2022 Board Meeting Agenda Item

To: Board of Commissioners
From: Ron Salski, Executive Director
Date: May 5, 2022
Subject: Approve of Appointments

Background

Per Park District Code, Board Policy Manual and Administration Policy Manual, the Park & Recreation District is required to approve appointment of Board Secretary, SRACLC and ADA Representative and FOIA Officer(s) annually. Alternates are provided for back-up purposes allowing the Park & Recreation District to maintain operations and keep advancing.

Analysis/Considerations

Mundelein Park & Recreation District positions and employee title position appointments are presented below:

Position	2022-2023 Recommended Appointments
Board Secretary	Executive Director
Alternate Board Secretary	Superintendent of Business Services & Technology
SRACLC and ADA Officer Representative	Executive Director
Alternate SRACLC representative	Superintendent of Recreation
Alternate ADA Officer representative	Superintendent of Park & Facility Maintenance
Attorney(s)	Ancel, Glink and Laner Muchin
FOIA Officers	Executive Director; Planning, Development and Administration Manager; Administrative Assistant

Recommendation

To approve the appointments as presented within the close of business of the board time period, May 10, 2022 to May 8, 2023.

Action and Motion Requested

Move to approve the aforementioned appointments from May 10, 2022 to May 8, 2023.



BOARD MEMORANDUM

May 9, 2022 Board Meeting Agenda Item

To: Board of Commissioners
From: Ron Salski, Executive Director
Debbie McInerney, Superintendent
Date: May 5, 2022
Subject: Accept of Comprehensive Annual Financial Report for the Fiscal Year Ending December 31, 2021

Background

Lauterbach and Amen, LLP completed the audit for the fiscal year ending December 31, 2021. Lauterbach and Amen, LLP was thorough, detailed and shared progress with staff regularly.

Analysis/Considerations

Attached is the Comprehensive Annual Financial Report. Lauterbach and Amen, LLP answered all the staff's questions and is ready to present the Comprehensive Annual Financial Report. The Park District will post the report on the website within a week after acceptance.

Recommendation

Staff recommends accepting the Comprehensive Annual Financial Report with modifications, if necessary, submitted by the District's auditor, Lauterbach & Amen, LLP, for the fiscal year ending December 31, 2021.

Action and Motion Requested

Move to accept the audit report submitted by the District's auditor, Lauterbach and Amen, LLP, for the fiscal year ending December 31, 2021.



**MUNDELEIN PARK &
RECREATION DISTRICT**

Connecting Our Community



Annual Comprehensive Financial Report

For the Year Ended December 31, 2021

Administrative Offices

1401 N. Midlothian Road, Mundelein, IL 60060

847.566.0650

www.mundeleinparks.org



MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

ANNUAL COMPREHENSIVE FINANCIAL REPORT

FOR THE FISCAL YEAR ENDED DECEMBER 31, 2021

Prepared by the Finance Department

Debra McInerney, Superintendent of Business Services and Technology

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

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MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

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INTRODUCTORY SECTION

This section includes miscellaneous data regarding the District including:

- Principal Officials
- Organizational Chart
- Letter of Transmittal
- Certificate of Achievement for Excellence in Financial Reporting

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Principal Officials

December 31, 2021

BOARD OF COMMISSIONERS

Wallace Frasier, President

Patrick McGrath, Vice President

Kevin Dolan, Commissioner

Ron Salski, Secretary

Bob Knudson, Treasurer

Jesse Ortega, Commissioner

ATTORNEY

Adam Simon, Ancel, Glink, Diamond

Laner Muchin, LTD

STAFF

Ron Salski, Executive Director

Debra McInerney, Superintendent of Business Services and Technology

OUR MISSION

Mundelein Park & Recreation District is committed to connecting the community with quality recreation through diverse programs, facilities and open space.

OUR VISION

To be the leader for environmental preservation, recreation activities and unique facilities for those we serve.

OUR VALUES

Excellence: Offering our customers an excellent product and an excellent customer experience

Fun: The Park District atmosphere for staff and customers will be fun and enjoyable

Honesty: Always striving to be straightforward and fair

Inclusive: Including all regardless of ability or culture

Integrity: Earning trust every day

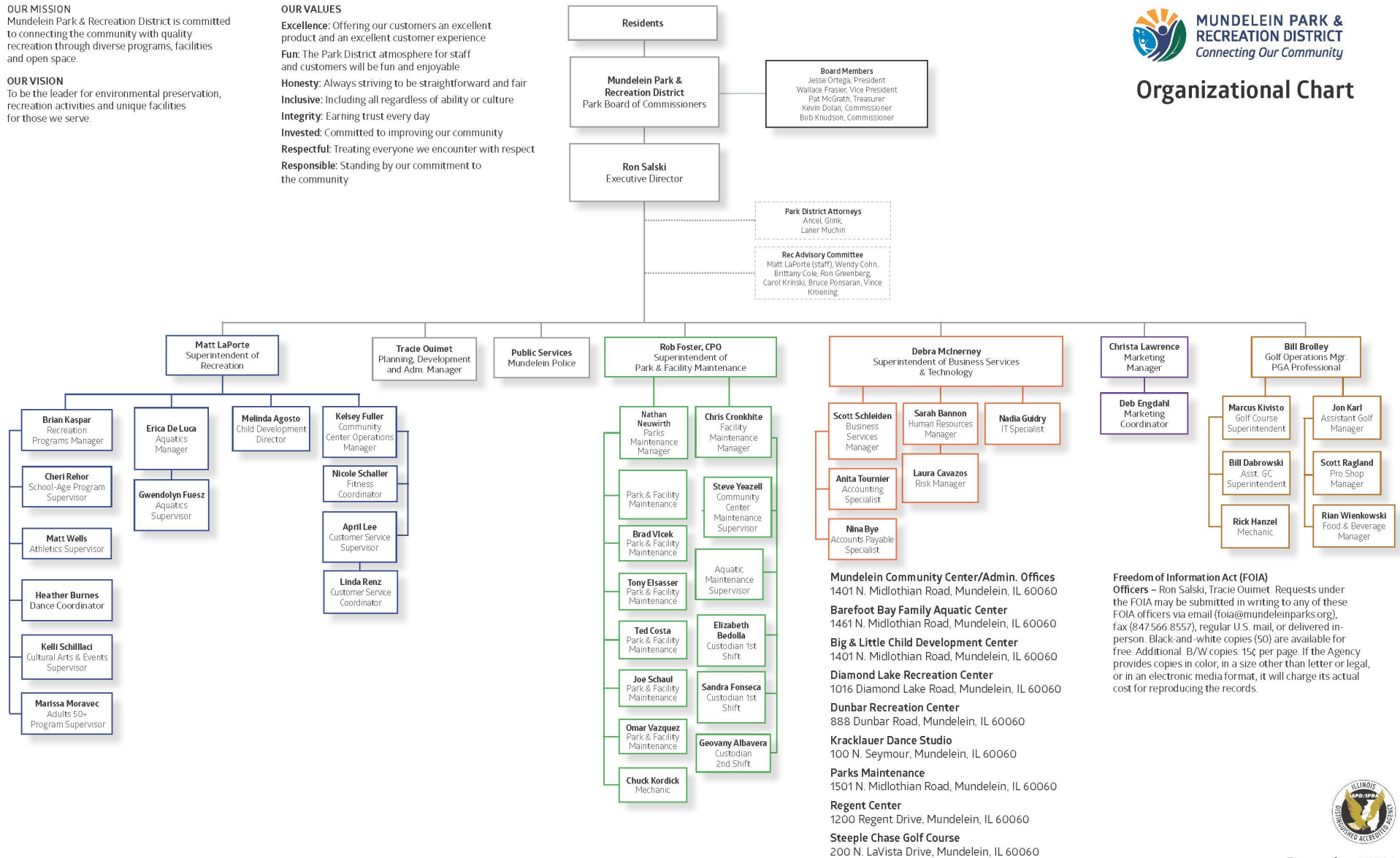
Invested: Committed to improving our community

Respectful: Treating everyone we encounter with respect

Responsible: Standing by our commitment to the community



Organizational Chart



Freedom of Information Act (FOIA)
Officers – Ron Salski, Tracie Ouimet. Requests under the FOIA may be submitted in writing to any of these FOIA officers via email (foia@mundeleinpark.org), fax (847.566.8557), regular U.S. mail, or delivered in-person. Black-and-white copies (50) are available for free. Additional B/W copies: 15¢ per page. If the Agency provides copies in color, in a size other than letter or legal, or in an electronic media format, it will charge its actual cost for reproducing the records.



December 2021



April 22, 2022

To the Board of Commissioners and Residents of the Mundelein Park & Recreation District:

State law requires that every general-purpose local government publish within six months of the close of their fiscal year, a complete set of audited financial statements. These statements are presented in conformity with generally accepted accounting principles (GAAP) and audited by a firm of licensed certified public accountants. This report is published to fulfill that requirement for the fiscal year ended December 31, 2021.

Responsibility for both the accuracy of the data, and the completeness and fairness of the presentation, including all disclosures, rests with the District. To the best of our knowledge and belief, the enclosed data are accurate in all material respects and are reported in a manner that presents fairly the financial position and results of operations of the various funds of the Mundelein Park & Recreation District. All disclosures necessary to enable the reader to gain an understanding of the District's activities have been included.

Financial Management and Control

The District has established a comprehensive set of internal controls that are designed to protect the District's assets from loss, theft, or misuse. These internal controls are also used to compile sufficient reliable information for the preparation of the District's financial statements in conformity with generally accepted accounting principles (GAAP). Because the cost of internal controls should not outweigh their benefits, the District's framework of internal controls has been designed to provide reasonable, rather than absolute, assurance that the financial statements will be free from material misstatements. Included with this report are all disclosures necessary to enable the reader to gain the maximum understanding of the Park District's financial affairs. The District has several policies to monitor and control spending. Monthly financial reports are provided to the Board with a Balance Sheet and Income Statement as well as a Treasurer's Report showing cash and investments as well as fund balances. An emergency appropriation policy requires the Executive Director to be granted Board approval to contract or purchase materials, equipment or services necessary to protect the health or safety of park users and employees. If such action requires amending the budget, the Board will take action to make such adjustments. The legal level of budgetary control is at the fund level.

GAAP require that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement the MD&A and is meant to be read in conjunction with it. The District's MD&A can be found immediately following the report of the independent auditors.

1401 N. Midlothian Road
Mundelein, IL 60060
847.566.0650
mundeleinparks.org

Barefoot Bay Family Aquatic Center
Big & Little Child Development Center
Diamond Lake Recreation Center
Dunbar Recreation Center
Kracklauer Dance Studio
Mundelein Community Center

Mundelein Heritage Museum
NovaCare Fitness Center
Regent Center
Spray Park
Steeple Chase Golf Club



District Profile

The Mundelein Park & Recreation District is located 34 miles northwest of Chicago in Lake County, Illinois. The District serves all residents of the Village of Mundelein, as well as residents of certain subdivisions in unincorporated Lake County and one subdivision in the Village of Long Grove. The District encompasses 12.3 miles and has a population of 37,687. The area is nearly fully developed with only 10.78 percent of the area assessed as unimproved/undeveloped.

Ethnically, the Village is fairly diverse. The Hispanic population is significantly above the State average, but the African-American population is significantly below the State average.

The District was established in 1954 and is governed by a Board-Manager form of government and provides recreation services and opportunities to all residents of the District and non-residents who choose to participate in programs. To accomplish this, the District developed a mission statement, “The Mundelein Park & Recreation District is committed to connecting the community with quality recreation through diverse programs, facilities and open space.”

The District provides a full range of services that include recreation programming, park management, recreation facility management, preservation of open space and general administration. Recreation facilities include 34 park sites totaling 735 acres of park land, as well as, an aquatic park, community center, golf course, museum, senior center, dance studio, boat launch and beach.

Mission

The Mundelein Park & Recreation District is committed to connecting the community with quality recreation through diverse programs, facilities and open space.

Economic Condition and Outlook

The District saw rapid growth between 1990 and 2000 when the population increased from 21,215 to 30,935 (46%). Over the next decade, growth slowed but there was a housing growth spurt with the development of Grand Dominion, an “active adult community.” In 2007 there were 406 single family new house construction permits issued. In 2010, permits dropped to 49. New housing in the District was on the rise in 2016, including a residential 40-unit multi-family building in the downtown, a new subdivision of 77 single-family homes, and a 36-unit apartment building on Diamond Lake. In 2017, the District budgeted for \$100,000 for “developer donations” for the construction of new homes. The actual amount collected was \$192,766. Compared to the rest of Illinois, Mundelein’s median household income and value are above average, as is the percentage of residents with a bachelor’s degree or higher.

The early part of the past decade the EAV had measurable growth, however from 2009 through 2014 the EAV declined. Beginning in 2015, EAV started to increase slightly. Residential development continues to expand in the District boundaries and District has secured Developer Donation agreements. Additional Impact Fees are anticipated to be received within two years.

Tax Year	EAV	Increase (Decrease)
2008	\$ 1,096,084,600	6.00%
2009	1,095,907,198	(0.02%)
2010	1,053,833,563	(3.84%)
2011	997,178,188	(5.38%)
2012	905,408,941	(9.20%)
2013	851,643,258	(5.94%)
2014	825,980,952	(3.01%)
2015	849,410,765	2.84%
2016	903,497,303	6.37%
2017	950,637,987	5.22%
2018	980,495,130	3.14%
2019	1,039,586,757	6.03%
2020	1,052,808,528	1.27%

Financial Policies

Due to COVID-19, the economy experienced significant challenges. The District has in place cash reserve policies to ensure funds are available for future operating, emergency and cash flow needs. Additionally, the District has set a policy that determines a goal of no more than 45% of revenue will be realized from property taxes in funds that are restricted by the tax cap. In 2021, the District achieved this goal with 44.1% of revenue being from property taxes. In 2010, the District developed its Capital Asset Replacement Plan to plan for the eventual replacement of all capital assets and been funding specific capital needs over the last 10 years. The document will be updated within the Comprehensive Master Plan process.

Planning

The District has started updating its Comprehensive Master Plan and seeking opportunities to keep advancing the District. The Americans with Disabilities Act Transition Plan is reviewed during the budget process to ensure the highest priority modifications are included to allow patrons with disabilities to enjoy programs and facilities. The Capital Asset Replacement Plan is also reviewed to make sure capital equipment is replaced at the end of its useful life. This enables the District to operate programs and facilities more efficiently. The District started identifying two types of Capital Plans: Capital Maintenance Plan and Capital Development Plan. The District has started distinguishing capital projects within the appropriate plan. Additionally, the District has started a five-year financial forecast process to outline priorities

Major Initiatives

The District had great success in 2021 during a pandemic undertaking projects and being recognized that included:

- Awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association for the 2020 Annual Comprehensive Financial Report
- Replaced significant portion of Steeple Chase Maintenance parking lot
- Replaced Big and Little parking lot.
- Received AllenForce Award
- Received the following awards from the IAPD/IPRA Agency Showcase:
 - 3rd Place Overall Agency Showcaes
 - 1st Place Website Design
 - 1st Place Special Category: Hindsight is 20/21
 - 3rd Place Brochure Design
 - 2nd Place Paid Advertisement

Independent Audit

State statutes require an annual audit by independent certified public accountants. The firm of Lauterbach & Amen, LLP was selected by the Park Board of Commissioners to conduct the 2021 fiscal year audit. The auditor's report on the basic financial statements is included in the financial section of this report.

Awards and Acknowledgments

The December 31, 2020 fiscal year marked the tenth year the District applied for and received the Government Finance Officers Association of the United States and Canada (GFOA) Certificate of Achievement for Excellence in Financial Reporting for its annual comprehensive financial report. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized annual comprehensive financial report. This report must satisfy both the generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current annual comprehensive financial report meets the Certificate of Achievement Program's requirements and are submitting it to the GFOA to determine its eligibility for a certificate.

In closing, we thank the Board of Commissioners for their continued leadership and support of the efforts of the entire staff of the Mundelein Park & Recreation District.

Sincerely,



Ron Salski
Executive Director



Debra McNerney
Superintendent of Business Services & Technology



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**Mundelein Park & Recreation District
Illinois**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

December 31, 2020

Christopher P. Morill

Executive Director/CEO

FINANCIAL SECTION

This section includes:

- Independent Auditors' Report
- Management's Discussion and Analysis
- Basic Financial Statements
- Required Supplementary Information
- Other Supplementary Information
- Supplemental Schedule

INDEPENDENT AUDITORS' REPORT

This section includes the opinion of the District's independent auditing firm.



INDEPENDENT AUDITORS' REPORT

April 22, 2022

Members of the Board of Commissioners
Mundelein Park and Recreation District
Mundelein, Illinois

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Mundelein Park and Recreation District, Illinois, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Mundelein Park and Recreation District, Illinois, as of December 31, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Mundelein Park and Recreation District, Illinois' basic financial statements. The other supplementary information and supplemental schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, other supplementary information and supplemental schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Lauterbach & Amen, LLP
LAUTERBACH & AMEN, LLP

MANAGEMENT'S DISCUSSION AND ANALYSIS

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Management's Discussion and Analysis

December 31, 2021

Our discussion and analysis of the Mundelein Park and Recreation District's (the District) financial performance provides an overview of the District's financial activities for the fiscal year ended December 31, 2021. Please read it in conjunction with the District's transmittal letter and the financial statements.

FINANCIAL HIGHLIGHTS

- The District's net position increased as a result of this year's operations. Net position of the governmental activities increased by \$1,610,294 or 3.8 percent.
- During the year, government-wide revenues totaled \$11,185,078, while expenses totaled \$9,574,784 resulting in an increase to net position of \$1,610,294.
- The District's net position totaled \$44,406,142 on December 31, 2021, which includes \$40,186,696 net investment in capital assets, \$742,489 subject to external restrictions, and \$3,476,957 unrestricted net position that may be used to meet the ongoing obligations to citizens and creditors.
- The General Fund reported a surplus this year of \$653,447, resulting in ending fund balance of \$3,073,937, an increase of 27.0 percent.
- The District retired \$482,207 in outstanding long-term debt during the year and issued \$156,621 in new debt.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities of the District as a whole and present a longer-term view of the District's finances. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the District's operations in more detail than the government-wide statements by providing information about the District's most significant funds.

Government-Wide Financial Statements

The government-wide financial statements provide readers with a broad overview of the District's finances, in a matter similar to a private-sector business.

The Statement of Net Position reports information on all of the District's assets/deferred outflows and liabilities/deferred inflows, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating. Consideration of other nonfinancial factors, such as changes in the District's property tax base and the condition of the District's parks and recreation facilities, is needed to assess the overall health of the District.

The Statement of Activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Management's Discussion and Analysis

December 31, 2021

USING THIS ANNUAL REPORT - Continued

Government-Wide Financial Statements - Continued

Both of the government-wide financial statements distinguish functions of the District that are principally supported by taxes and charges for services. The governmental activities of the District include general government and culture and recreation.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the District are considered governmental funds.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate the comparison between governmental funds and governmental activities.

The District maintains four individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General, Recreation, Debt Service and Capital Projects Funds, which are all considered major funds.

The District adopts an annual appropriated budget for all of the governmental funds. A budgetary comparison schedule for these funds has been provided to demonstrate compliance with this budget.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the District's I.M.R.F. employee pension obligations, the District's total OPEB obligations, as well as budgetary comparison schedules for the General Fund and Recreation Fund.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Management's Discussion and Analysis

December 31, 2021

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Net position may serve over time as a useful indicator of a government's financial position. The following tables show that in the case of the District, assets/deferred outflows exceeded liabilities/deferred outflows by \$44,406,142.

	Net Position	
	2021	2020
Current and Other Assets	\$ 13,277,057	10,310,620
Capital Assets	42,778,305	43,230,218
Total Assets	56,055,362	53,540,838
Deferred Outflows	373,522	168,244
Total Assets and Deferred Outflows	56,428,884	53,709,082
Long-Term Debt	2,345,299	3,342,825
Other Liabilities	2,282,659	1,511,483
Total Liabilities	4,627,958	4,854,308
Deferred Inflows	7,394,784	6,284,167
Total Liabilities and Deferred Inflows	12,022,742	11,138,475
Net Position		
Net Investment in Capital Assets	40,186,696	40,255,705
Restricted	742,489	706,478
Unrestricted	3,476,957	1,833,665
Total Net Position	44,406,142	42,795,848

A large portion of the District's net position, \$40,186,696, or 90.5 percent, reflects its net investment in capital assets (for example, land, buildings, machinery, and equipment), less any related debt used to acquire those assets that is still outstanding. The District uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the District's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion, \$742,489, or 1.7 percent, of the District's net position represents resources that are subject to external restrictions on how they may be used. The remaining 7.8 percent, or \$3,476,957, represents unrestricted net position and may be used to meet the District's ongoing obligations to citizens and creditors.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS**Management's Discussion and Analysis****December 31, 2021****GOVERNMENT-WIDE FINANCIAL ANALYSIS - Continued**

	Changes in Net Position	
	2021	2020
Revenues		
Program Revenues		
Charges for Services	\$ 5,618,561	3,376,193
Operating Grants/Contributions	229,278	428,475
General Revenues		
Property Taxes	4,924,579	4,663,455
Replacement Taxes	151,048	86,042
Other General Revenues	261,612	154,211
Total Revenues	11,185,078	8,708,376
Expenses		
General Government	754,465	822,007
Culture and Recreation	8,758,670	7,211,347
Interest on Long-Term Debt	61,649	73,829
Total Expenses	9,574,784	8,107,183
Change in Net Position	1,610,294	601,193
Net Position - Beginning	42,795,848	42,194,655
Net Position-Ending	44,406,142	42,795,848

Net position of the District's governmental activities increased by 3.8 percent (\$42,795,848 in 2020 compared to \$44,406,142 in 2021). Entity-wide adjustments for capital assets (capital outlay, depreciation expense, and the net effect of disposals) were greater than the adjustments for long-term debt (compensated absences net activity, net pension liability, total OPEB liability, principal retirement, and debt issuance). Numbers related to these entity-wide adjustments can be found in the reconciliation of the statement of revenues, expenditures and changes in fund balances to the statement of activities in the basic financial statements. Unrestricted net position, the portion of net position that can be used to finance day-to-day operations without constraints, totaled \$3,476,957 at December 31, 2021, and increased from the prior year.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Management's Discussion and Analysis

December 31, 2021

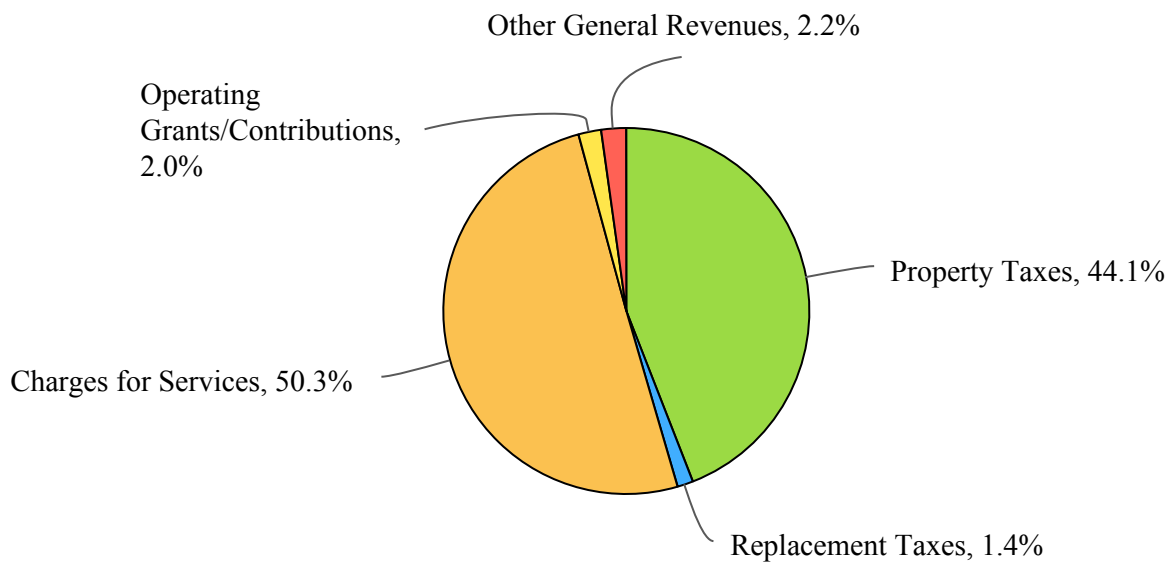
GOVERNMENT-WIDE FINANCIAL ANALYSIS - Continued

Governmental Activities

Revenues for governmental activities totaled \$11,185,078, while the cost of all governmental functions totaled \$9,574,784. This resulted in a surplus of \$1,610,294. In 2020, revenues of \$8,708,376 exceeded expenses of \$8,107,183, resulting in a surplus of \$601,193. Most notably, revenues in the current year increased \$2,476,702 or 28.4 percent due to the loosening of the Covid-19 restrictions that were in the place during the fiscal year 2020 and allowing for more activities and participation in fiscal year 2021.

The following table graphically depicts the major revenue sources of the District. It depicts very clearly the reliance of property taxes and charges for services to fund governmental activities. It also clearly identifies the less significant percentage the District receives from replacement taxes and other general revenues.

Revenues by Source - Governmental Activities



MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

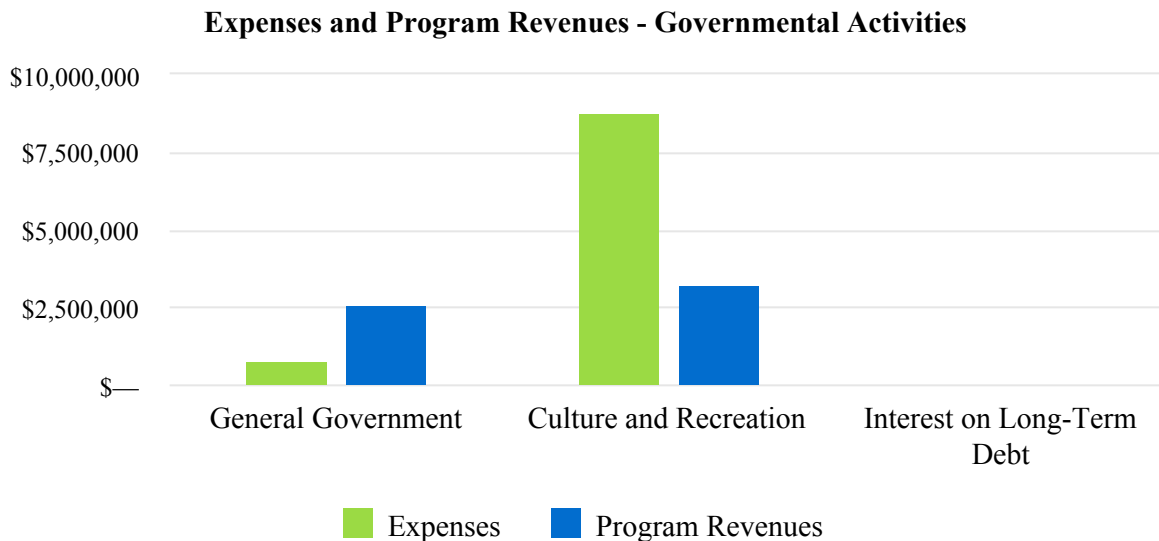
Management's Discussion and Analysis

December 31, 2021

GOVERNMENT-WIDE FINANCIAL ANALYSIS - Continued

Governmental Activities - Continued

The 'Expenses and Program Revenues' Table identifies those governmental functions where program expenses greatly exceed revenues.



FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the District's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

The District's governmental funds reported combining ending fund balances of \$5,337,265, which is an increase of \$975,405, or 22.4 percent, from last year's total of \$4,361,860. Of the \$5,337,265, \$2,423,328, or approximately 45.4 percent, of the fund balance constitutes unassigned fund balance.

The General Fund reported a surplus in fund balance for the year of \$653,447, an increase of 27.0 percent. Revenues came in \$526,750 over budget and the District was budgeting for a decrease in fund balance of \$356,777. The operating increase to the fund was \$1,053,248 and this increase was due to overall operating cost controlling measures and actual revenues exceeding budgeted by \$526,750.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Management's Discussion and Analysis

December 31, 2021

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS - Continued

Governmental Funds - Continued

The General Fund is the chief operating fund of the District. At December 31, 2021, unassigned fund balance in the General Fund was \$2,423,328, which represents 78.8 percent of the total fund balance of the General Fund. As a measure of the General Fund's liquidity, it may be useful to compare unassigned fund balance to total fund expenditures. Unassigned fund balance in the General Fund represents 52.5 percent of total General Fund expenditures.

At December 31, 2021, the Recreation Fund had an increase in fund balance of \$340,822. The District budgeted for a decrease in the Recreation fund balance of \$108,661. The actual increase to the fund balance was due to an increase in revenue for services as a result of loosening of the Covid-19 restrictions.

The Debt Service Fund had an increase in fund balance of \$8,875. Ending fund balance of \$150,605 is restricted to future debt service related expenditures.

The Capital Projects Fund had a decrease in fund balance of \$27,739. This decrease was due to catching up on projects delayed in 2020 due to the pandemic. Assigned fund balance of \$424,992 will be used to fund future capital needs of the District as determined through the annual budget process.

GENERAL FUND BUDGETARY HIGHLIGHTS

The General Fund actual revenues for the year totaled \$5,670,140 compared to budgeted revenues of \$5,143,390. Charges for services were \$435,126 over budget. General Fund actual expenditures for the year were \$483,275 under budget (\$4,616,892 actual compared to \$5,100,167 budgeted). The general government and culture and recreation functions' actual expenditures were lower than budgeted due to overall cost controlling measures.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

The District's investment in capital assets for its governmental activities as of December 31, 2021 was \$42,778,305 (net of accumulated depreciation). This investment in capital assets includes land, construction in progress, land improvements, buildings, infrastructure, machinery and equipment, and licensed vehicles.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Management's Discussion and Analysis

December 31, 2021

CAPITAL ASSETS AND DEBT ADMINISTRATION - Continued

Capital Assets - Continued

	Capital Assets - Net of Depreciation	
	2021	2020
Land	\$ 20,973,884	20,973,884
Construction in Progress	58,143	—
Land Improvements	2,382,293	2,285,584
Buildings	17,213,005	17,776,240
Infrastructure	199,252	202,878
Machinery and Equipment	1,822,408	1,800,632
Licensed Vehicles	129,320	156,121
Total	42,778,305	43,195,339

This year's major additions included:

Construction in Progress	\$ 58,143
Land Improvements	323,350
Buildings	17,100
Licensed Vehicles	245,017
	<u>643,610</u>

Additional information on the District's capital assets can be found in Note 3 of this report.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Management's Discussion and Analysis

December 31, 2021

CAPITAL ASSETS AND DEBT ADMINISTRATION - Continued

Debt Administration

At year-end, the District had total outstanding debt of \$2,479,414 as compared to \$2,805,000 the previous year, a decrease of \$325,586. The following is a comparative statement of outstanding debt:

	Long-Term Debt Outstanding	
	2021	2020
Capital Leases	\$ 104,414	—
General Obligation Bonds	2,375,000	2,805,000
	<u>2,479,414</u>	<u>2,805,000</u>

The District maintains an Aa2 rating from Moody's for general obligation debt. State statutes limit the amount of general obligation debt a non-home rule governmental entity may issue to 2.875 percent of its total assessed valuation. The current debt limit for the District is \$30,268,245. Additional information on the District's long-term debt can be found in Note 3 of this report.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

The District's elected and appointed officials considered many factors when setting the fiscal-year 2022 budget, tax rates, and fees that will be charged for its governmental activities. One of those factors is the economy, including unemployment rates, CPI, etc. In consideration of the economy, the District recognizes there may be continued impacts from the COVID-19 pandemic throughout the year, and has set the budget with that in mind.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the District's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional information should be directed to the Department of Business Services & Technology, Mundelein Park and Recreation District, 1401 Midlothian Road, Mundelein, Illinois 60060.

BASIC FINANCIAL STATEMENTS

The basic financial Statements include integrated sets of financial statements as required by the GASB. The sets of statements include:

- Government-Wide Financial Statements
- Fund Financial Statements

Governmental Funds

In addition, the notes to the financial statements are included to provide information that is essential to a user's understanding of the basic financial statements.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Statement of Net Position

December 31, 2021

See Following Page

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Statement of Net Position December 31, 2021

	Governmental Activities
<hr/> <hr/>	
ASSETS	
Current Assets	
Cash and Investments	\$ 5,944,397
Receivables - Net of Allowances	6,139,772
Inventories	27,497
Prepays	49,898
Total Current Assets	<u>12,161,564</u>
Noncurrent Assets	
Nondepreciable Capital Assets	21,032,027
Depreciable Capital Assets	41,011,056
Accumulated Depreciation	<u>(19,264,778)</u>
	42,778,305
Other Assets	
Net Pension Asset - IMRF	<u>1,115,493</u>
Total Noncurrent Assets	<u>43,893,798</u>
Total Assets	<u>56,055,362</u>
 DEFERRED OUTFLOWS OF RESOURCES	
Deferred Items - IMRF	360,142
Deferred Items - RBP	<u>13,380</u>
Total Deferred Outflows of Resources	<u>373,522</u>
Total Assets and Deferred Outflows of Resources	<u>56,428,884</u>

The notes to the financial statements are an integral part of this statement.

		Governmental
LIABILITIES		Activities
Current Liabilities		
Accounts Payable	\$	347,631
Accrued Payroll		175,146
Retainage Payable		6,464
Deposit Payables		6,450
Accrued Interest Payable		2,969
Other Payables		1,197,108
Current Portion of Long-Term Debt		546,891
Total Current Liabilities		<u>2,282,659</u>
Noncurrent Liabilities		
Compensated Absences Payable		108,978
Total OPEB Liability - RBP		164,358
Capital Leases		52,207
General Obligation Bonds Payable - Net		2,019,756
Total Noncurrent Liabilities		<u>2,345,299</u>
Total Liabilities		<u>4,627,958</u>
DEFERRED INFLOWS OF RESOURCES		
Property Taxes		5,091,500
Deferred Items - IMRF		2,233,680
Deferred Items - RBP		69,604
Total Deferred Inflows of Resources		<u>7,394,784</u>
Total Liabilities and Deferred Inflows of Resources		<u>12,022,742</u>
NET POSITION		
Net Investment in Capital Assets		40,186,696
Restricted		
Special Levies		
Special Recreation		145,031
Liability		99,489
Museum		115,820
Audit		3,199
Illinois Municipal Retirement		75,086
Police Protection		33,044
Social Security		123,184
Debt Service		147,636
Unrestricted		<u>3,476,957</u>
Total Net Position		<u><u>44,406,142</u></u>

The notes to the financial statements are an integral part of this statement.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Statement of Activities

For the Fiscal Year Ended December 31, 2021

		Program Revenues		
			Operating	Net
	Expenses	Program Revenues	Grants/Contributions	(Expenses)/Revenues
Governmental Activities				
General Government	\$ 754,465	2,609,241	—	1,854,776
Culture and Recreation	8,758,670	3,009,320	229,278	(5,520,072)
Interest on Long-Term Debt	61,649	—	—	(61,649)
Total Governmental Activities	9,574,784	5,618,561	229,278	(3,726,945)
General Revenues				
Taxes				
Property Taxes				4,924,579
Intergovernmental - Unrestricted				
Replacement Taxes				151,048
Interest				2,716
Miscellaneous				258,896
				<u>5,337,239</u>
Change in Net Position				1,610,294
Net Position - Beginning				<u>42,795,848</u>
Net Position - Ending				<u>44,406,142</u>

The notes to the financial statements are an integral part of this statement.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Balance Sheet - Governmental Funds

December 31, 2021

See Following Page

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Balance Sheet - Governmental Funds

December 31, 2021

	General
<hr/>	
ASSETS	
Cash and Investments	\$ 3,213,921
Receivables - Net of Allowances	
Taxes	3,457,527
Accounts	1,220
Inventories	27,497
Prepays	34,783
	<hr/>
Total Assets	<u>6,734,948</u>
LIABILITIES	
Accounts Payable	118,876
Accrued Payroll	100,635
Retainage Payable	—
Deposits Payable	—
Other Payables	—
	<hr/>
Total Liabilities	219,511
DEFERRED INFLOWS OF RESOURCES	
Property Taxes	3,441,500
	<hr/>
Total Liabilities and Deferred Inflows of Resources	<u>3,661,011</u>
FUND BALANCES	
Nonspendable	62,280
Restricted	533,444
Committed	—
Assigned	54,885
Unassigned	2,423,328
	<hr/>
Total Fund Balances	<u>3,073,937</u>
	<hr/>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>6,734,948</u>

The notes to the financial statements are an integral part of this statement.

Special Revenue Recreation	Debt Service	Capital Projects	Totals
2,033,327	147,732	549,417	5,944,397
1,128,137	532,873	—	5,118,537
999,255	—	20,760	1,021,235
—	—	—	27,497
15,115	—	—	49,898
4,175,834	680,605	570,177	12,161,564
90,034	—	138,721	347,631
74,511	—	—	175,146
—	—	6,464	6,464
6,450	—	—	6,450
1,197,108	—	—	1,197,108
1,368,103	—	145,185	1,732,799
1,120,000	530,000	—	5,091,500
2,488,103	530,000	145,185	6,824,299
15,115	—	—	77,395
61,409	150,605	—	745,458
1,611,207	—	—	1,611,207
—	—	424,992	479,877
—	—	—	2,423,328
1,687,731	150,605	424,992	5,337,265
4,175,834	680,605	570,177	12,161,564

The notes to the financial statements are an integral part of this statement.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Reconciliation of the Total Governmental Fund Balance to the Statement of Net Position - Governmental Activities December 31, 2021

Total Governmental Fund Balances	\$ 5,337,265
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in Governmental Activities are not financial resources and therefore, are not reported in the funds.	42,778,305
A net pension asset is not considered to represent a financial resource and therefore is not reported in the funds. Net Pension Asset - IMRF	1,115,493
Deferred outflows (inflows) of resources related to the pensions not reported in the funds. Deferred Items - IMRF	(1,873,538)
Deferred Items - RBP	(56,224)
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds. Compensated Absences Payable	(136,223)
Total OPEB Liability - RBP	(164,358)
Capital Leases	(104,414)
General Obligation Bonds Payable - Net	(2,487,195)
Accrued Interest Payable	(2,969)
Net Position of Governmental Activities	44,406,142

The notes to the financial statements are an integral part of this statement.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

**Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds
For the Fiscal Year Ended December 31, 2021**

See Following Page

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds For the Fiscal Year Ended December 31, 2021

	<u>General</u>
Revenues	
Taxes	\$ 2,919,337
Charges for Services	1,970,241
Intergovernmental	90,629
Interest	1,454
Interfund Service Charges	639,000
Miscellaneous	49,479
Total Revenues	<u>5,670,140</u>
Expenditures	
Current	
General Government	1,439,161
Culture and Recreation	3,144,471
Capital Outlay	33,260
Debt Service	
Principal Retirement	—
Interest and Fiscal Charges	—
Total Expenditures	<u>4,616,892</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>1,053,248</u>
Other Financing Sources (Uses)	
Debt Issuance	—
Disposal of Capital Assets	199
Transfers In	—
Transfers Out	(400,000)
	<u>(399,801)</u>
Net Change in Fund Balances	653,447
Fund Balances - Beginning	<u>2,420,490</u>
Fund Balances - Ending	<u><u>3,073,937</u></u>

The notes to the financial statements are an integral part of this statement.

Special Revenue Recreation	Debt Service	Capital Projects	Totals
1,481,899	523,343	—	4,924,579
3,009,320	—	—	4,979,561
289,697	—	—	380,326
975	157	130	2,716
—	—	—	639,000
78,944	—	129,974	258,397
4,860,835	523,500	130,104	11,184,579
—	—	18,665	1,457,826
4,441,888	—	—	7,586,359
—	—	722,017	755,277
—	430,000	52,207	482,207
—	84,625	—	84,625
4,441,888	514,625	792,889	10,366,294
418,947	8,875	(662,785)	818,285
—	—	156,621	156,621
300	—	—	499
—	—	478,425	478,425
(78,425)	—	—	(478,425)
(78,125)	—	635,046	157,120
340,822	8,875	(27,739)	975,405
1,346,909	141,730	452,731	4,361,860
1,687,731	150,605	424,992	5,337,265

The notes to the financial statements are an integral part of this statement.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances to the Statement of Activities - Governmental Activities For the Fiscal Year Ended December 31, 2021

Net Change in Fund Balances - Total Governmental Funds	\$ 975,405
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Amounts reported for governmental activities in the Statement of Activities
are different because:

Governmental funds report capital outlays as expenditures. However, in the
Statement of Activities the cost of those assets is allocated over their estimated
useful lives and reported as depreciation expense.

Capital Outlays	643,610
Depreciation Expense	(1,043,211)
Disposals - Cost	(29,075)
Disposals - Accumulated Depreciation	11,642

The net effect of deferred outflows (inflows) of resources related
to the pensions not reported in the funds.

Change in Deferred Items - IMRF	(947,921)
Change in Deferred Items - RBP	(20,167)

The issuance of long-term debt provides current financial resources to
governmental funds, while the repayment of the principal on long-term
debt consumes the current financial resources of the governmental funds.

Change in Compensated Absences Payable	(19,491)
Change in Net Pension Liability/(Asset) - IMRF	1,665,103
Change in Total OPEB Liability - RBP	25,837
Issuance of Debt	(156,621)
Retirement of Debt	482,207
Amortization of Bond Premium	22,439

Changes to accrued interest on long-term debt in the Statement of Activities
does not require the use of current financial resources and, therefore, are not
reported as expenditures in the governmental funds.

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Changes in Net Position of Governmental Activities

1,610,294

The notes to the financial statements are an integral part of this statement.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Mundelein Park and Recreation District (District) of Illinois is duly organized and existing under the provisions of the laws of the State of Illinois. The District is operating under the provisions of the District Code of the State of Illinois approved July 8, 1947 and under all laws amendatory thereto. The District operates under the board-manager form of government. The District provides recreation and other services to the residents of Mundelein which include recreation programs, park management, capital development, and general administration.

REPORTING ENTITY

In determining the financial reporting entity, the District complies with the provisions of GASB Statement No. 61 "The Financial Reporting Omnibus - an Amendment of GASB Statements No. 14 and No. 34," and includes all component units that have a significant operational or financial relationship with the District. Based upon the criteria set forth in the GASB Statement No. 61, there are no component units included in the reporting entity.

BASIS OF PRESENTATION

Government-Wide Statements

The District's basic financial statements include both government-wide (reporting the District as a whole) and fund financial statements (reporting the District's major funds). Both the government-wide and fund financial statements categorize primary activities as governmental. The District's general government and culture and recreation services are classified as governmental activities.

In the government-wide Statement of Net Position, the governmental activities column is (a) presented on a consolidated basis by column, and (b) reported on a full accrual, economic resource basis, which recognizes all long-term assets/deferred outflows and receivables as well as long-term debt/deferred inflows and obligations. The District's net position is reported in three parts: net investment in capital assets; restricted; and unrestricted. The District first utilizes restricted resources to finance qualifying activities.

The government-wide Statement of Activities reports both the gross and net cost of each of the District's functions (general government, culture and recreation,, etc.). The functions are supported by general government revenues (property and personal property replacement taxes, certain intergovernmental revenues, interest, etc.). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, which include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment.

The net costs (by function) are normally covered by general revenue (property and personal property replacement taxes, charges for services, interest income, etc.).

The District does not allocate indirect costs. An administrative and maintenance service fee is charged by the General Fund to the other operating funds that is eliminated like a reimbursement (reducing the revenue and expense in the General Fund) to recover the direct costs of General Fund services provided (finance, personnel, legal, etc.).

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

BASIS OF PRESENTATION - Continued

Government-Wide Statements - Continued

This government-wide focus is more on the sustainability of the District as an entity and the change in the District's net position resulting from the current year's activities.

Fund Financial Statements

The financial transactions of the District are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets/deferred outflows, liabilities/deferred inflows, fund equity, revenues and expenditures/expenses. All of the District funds are reported as governmental funds. An emphasis is placed on major funds within the governmental category.

GASB Statement No. 34 sets forth minimum criteria (percentage of the assets/deferred outflows, liabilities/deferred inflows, revenues or expenditures/expenses of either fund category or the governmental and enterprise combined) for the determination of major funds. The District electively added funds, as major funds, which either had debt outstanding or specific community focus. The nonmajor funds are combined in a column in the fund financial statements. A fund is considered major if it is a primary operating fund of the District or meets the following criteria:

Total assets/deferred outflows, liabilities/deferred inflows, revenues, or expenditures/expenses of that individual governmental fund are at least 10 percent of the corresponding total for all funds of that category or type; and

Total assets/deferred outflows, liabilities/deferred inflows, revenues, or expenditures/expenses of the individual governmental fund are at least 5 percent of the corresponding total for all governmental funds combined.

The various funds are reported by generic classification within the financial statements. The following fund types are used by the District:

Governmental Funds

The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the District:

General Fund is the general operating fund of the District. It accounts for all revenues and expenditures of the District which are not accounted for in other funds. The General Fund is a major fund.

Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The District maintains one major special revenue fund, the Recreation Fund. The Recreation Fund accounts for revenues, including property taxes and charges for services, and expenditures related to the establishment and maintenance of the following activities: sports and fitness, visual and performing arts, youth and adult general interest, camps, teens, preschoolers, seniors and aquatics.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

BASIS OF PRESENTATION - Continued

Governmental Funds - Continued

Debt service funds are used to account for the accumulation of resources for the payment of general long-term debt principal, interest and related costs. The Debt Service Fund is treated as a major fund.

Capital projects funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities. The Capital Projects Fund, a major fund, accounts for financial resources to be used for the acquisition or construction of major capital facilities, equipment, and capital asset replacements.

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

Measurement Focus

On the government-wide Statement of Net Position and the Statement of Activities, governmental activities are presented using the economic resources measurement focus as defined below. In the fund financial statements, the “current financial resources” measurement focus or the “economic resources” measurement focus is used as appropriate.

All governmental funds utilize a “current financial resources” measurement focus. Only current financial assets/deferred outflows and liabilities/deferred inflows are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

The accounting objectives of the “economic resources” measurement focus is the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets/deferred outflows, liabilities/deferred inflows (whether current or noncurrent) associated with their activities are reported.

Basis of Accounting

In the government-wide Statement of Net Position and Statement of Activities, governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability/deferred inflow is incurred or economic asset used. Revenues, expenses, gains, losses, assets/deferred outflows, and liabilities/deferred inflows resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING - Continued

Basis of Accounting - Continued

In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under this modified accrual basis of accounting, revenues are recognized when “measurable and available.” Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or within sixty days after year end. The District recognizes property taxes when they become both measurable and available in accordance with GASB Codification Section P70. A sixty-day availability period is used for revenue recognition for all other governmental fund revenues. Expenditures (including capital outlay) are recorded when the related fund liability is incurred, except for general obligation bond principal and interest which are recognized when due.

In applying the susceptible to accrual concept under the modified accrual basis, those revenues susceptible to accrual are property taxes, interest revenue, and charges for services. All other revenues are not susceptible to accrual because generally they are not measurable until received in cash.

ASSETS/DEFERRED OUTFLOWS, LIABILITIES/DEFERRED INFLOWS, AND NET POSITION OR EQUITY

Cash and Investments

For purpose of the Statement of Net Position, the District's cash and cash equivalents are considered to be cash on hand, demand deposits, and cash with fiscal agent.

Investments are generally reported at fair value. Short-term investments are reported at cost, which approximates fair value. For investments, the District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. All of the District's investments are in 2a7-like investment pools that are measured at the net asset value per share determined by the pool.

Interfund Receivables, Payables and Activity

Interfund activity is reported as loans, services provided, reimbursements or transfers. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers.

Receivables

In the government-wide financial statements, receivables consist of all revenues earned at year-end and not yet received. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable. Major receivables balances for governmental activities include property taxes.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

ASSETS/DEFERRED OUTFLOWS, LIABILITIES/DEFERRED INFLOWS, AND NET POSITION OR EQUITY - Continued

Inventories/Prepays

Inventories/prepays are valued at cost, which approximates market, using the first-in/first-out (FIFO) method. The costs of governmental fund-type inventories/prepays are recorded as expenditures when consumed rather than when purchased. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaids in both the government-wide and fund financial statements.

Capital Assets

Capital assets purchased or acquired with an original cost of more than \$5,000, are reported at historical cost or estimated historical cost. Contributed assets are reported at acquisition value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. General capital assets are long-lived assets of the District as a whole. When purchased, such assets are recorded as expenditures in the governmental funds and capitalized. The valuation basis for general capital assets are historical cost, or where historical cost is not available, estimated historical cost based on replacement costs.

Depreciation on all assets is computed and recorded using the straight-line method of depreciation over the following estimated useful lives:

Land Improvements	20 Years
Buildings	20 - 40 Years
Infrastructure	25 - 75 Years
Machinery and Equipment	5 - 20 Years
Licensed Vehicles	5 - 20 Years

Deferred Outflows/Inflows of Resources

Deferred outflow/inflow of resources represents an acquisition/reduction of net position that applies to a future period and therefore will not be recognized as an outflow of resources (expense)/inflow of resources (revenue) until that future time.

Compensated Absences

The District accrues accumulated unpaid vacation and associated employee-related costs when earned (or estimated to be earned) by the employee. In accordance with GASB Statement No. 16, no liability is recorded for nonvesting accumulation rights to receive sick pay benefits.

All vacation pay is accrued when incurred in the government-wide fund financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

ASSETS/DEFERRED OUTFLOWS, LIABILITIES/DEFERRED INFLOWS, AND NET POSITION OR EQUITY - Continued

Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the governmental activities Statement of Net Position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as expenses at the time of issuance.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Net Position

In the government-wide financial statements, equity is classified as net position and displayed in three components:

Net Investment in Capital Assets - Consists of capital assets, including restricted capital assets, net of accumulated depreciation, and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted - Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

Unrestricted - All other net position balances that do not meet the definition of "restricted" or "net investment in capital assets."

NOTE 2 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

BUDGETARY INFORMATION

The budget for all governmental fund types is prepared on the modified accrual basis of accounting, which is the same basis that is used in financial reporting. This method allows for comparability between budget and actual amounts. The budget was passed at the board meeting on December 28, 2020. The District adopts both an appropriation and a budget. The budget amounts, which are usually lower than the appropriation, are used for purposes of these financial statements. There may be some instances where expenditures may exceed the amount budgeted and appropriated. During the year, there was one appropriation amendment.

All appropriations lapse at the end of each fiscal year.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 2 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY - Continued

The District follows the following procedures in establishing the budget:

1. During October, staff presents a preliminary budget at a committee of the whole meeting.
2. During November, the Board of Commissioners reviews a tentative budget, which is placed on file and open for public inspection.
3. During December, the Board of Commissioners approves the budget.
4. The budget and appropriation ordinance is approved on or before December 31 of the fiscal year.

NOTE 3 - DETAIL NOTES ON ALL FUNDS

DEPOSITS AND INVESTMENTS

The District maintains a cash and investment pool that is available for use by all funds. Each fund type's portion of this pool is displayed on the combined balance sheet as "cash and investments." In addition, investments are separately held by several of the District's funds.

Permitted Deposits and Investments - Statutes authorize the District to make deposits/invest in commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. Agencies, obligations of States and their political subdivisions, credit union shares, repurchase agreements, commercial paper rated within the three highest classifications by at least two standard rating services, and the Illinois Park District Liquid Asset Fund.

The Illinois Park District Liquid Asset Fund allows Illinois park districts, forest preserves and joint recreational programs to pool their funds for investment purposes. The Illinois Park District Liquid Asset Fund is composed of finance officials and treasurers all of whom are employees of the Illinois public agencies, which are investors in the Illinois Park District Liquid Asset Fund. The Illinois Park District Liquid Asset Fund is not registered with the SEC as an investment company. Investments in the Illinois Park District Liquid Asset Fund are valued at the share price, the price for which the investment could be sold.

Interest Rate Risk, Concentration Risk, Credit Risk, and Custodial Credit Risk

At year-end, the carrying amount of the District's deposits totaled \$5,384,728 and the bank balances totaled \$5,452,173. At year-end, the District also had \$559,669 invested in the Illinois Park District Liquid Asset Fund.

Interest Rate Risk. Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The District's investment policy states it should invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all state and local statutes governing the investment of public funds, using the "prudent person" standard for managing the overall portfolio. The primary objective of the policy is safety (preservation of capital and protection of investment principal), liquidity and yield. The District's investment in the Illinois Park District Liquid Asset Fund has an average maturity of less than one year.

Concentration Risk. Concentration of credit risk is the risk of loss attributed to the magnitude of the District's investment in a single issuer. The District's investment policy does not mitigate concentration risk for investments. At year-end, the District does not have any investments over 5 percent of the cash and investment portfolio (other than investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments).

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 3 - DETAIL NOTES ON ALL FUNDS - Continued

DEPOSITS AND INVESTMENTS - Continued

Interest Rate Risk, Concentration Risk, Credit Risk, and Custodial Credit Risk - Continued

Credit Risk. Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. State law limits investments in commercial paper, corporate bonds and mutual funds to the top two ratings issued by nationally recognized statistical rating organizations. The District limits its exposure to credit risk by limiting investments of public funds to U.S. Treasury Bonds, Notes and Bills, other securities that are guaranteed by the full faith and credit of the United States of America, U.S. Government Securities, including U.S. Agencies and Instrumentalities, that are rated “AAA”, interest bearing savings and money market accounts, certificate of deposit and time deposits, and Illinois Park District Liquid Assets Funds. At year-end, the District’s investment in the Illinois Park District Liquid Asset Fund was rated AAAm/AAAf by Standard & Poor’s/Moody’s.

Custodial Credit Risk. In the case of deposits, this is the risk that in the event of a bank failure, the District’s deposits may not be returned to it. The District’s investment policy requires pledging of collateral for all bank balances in excess of federal depository insurance and the amount of collateral provided shall not be less than 110 percent of the fair market value of the net amount of District funds on deposit at each financial institution. Further, the collateral should be held by the District, the Federal Reserve or kept in a safekeeping account by a third party and evidenced by a safekeeping receipt. At year-end, the entire amount of the bank balance of the deposits was covered by federal depository or equivalent insurance.

For an investment, this is the risk that in the event of the failure of the counterparty, the District will not be able to recover the value of its investment or collateral securities that are in the possession of an outside party. The District’s investment policy does not mitigate custodial credit risk for investments. At year-end, the District’s investment in the Illinois Park District Liquid Asset Fund is not subject to custodial credit risk.

INTERFUND TRANSFERS

Interfund transfers for the year consisted of the following:

Transfer In	Transfer Out	Amount
Capital Projects	General	\$ 400,000
Capital Projects	Recreation	78,425
		<u>478,425</u>

Transfers are used to move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 3 - DETAIL NOTES ON ALL FUNDS - Continued

PROPERTY TAXES

Property taxes for 2020 attach as an enforceable lien on January 1 on property values assessed as of the same date. Taxes are levied by December of the subsequent fiscal year (by passage of a Tax Levy Ordinance). Tax bills are prepared by the County and are payable in two installments on or about June 1 and September 1. The County collects such taxes and remits them periodically.

CAPITAL ASSETS

Governmental Activities

Governmental capital asset activity for the year was as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
Nondepreciable Capital Assets				
Land	\$ 20,973,884	—	—	20,973,884
Construction in Progress	—	452,773	394,630	58,143
	<u>20,973,884</u>	<u>452,773</u>	<u>394,630</u>	<u>21,032,027</u>
Depreciable Capital Assets				
Land Improvements	8,946,538	323,350	14,200	9,255,688
Buildings	26,729,482	17,100	14,875	26,731,707
Infrastructure	235,660	—	—	235,660
Machinery and Equipment	4,045,758	245,017	—	4,290,775
Licensed Vehicles	497,226	—	—	497,226
	<u>40,454,664</u>	<u>585,467</u>	<u>29,075</u>	<u>41,011,056</u>
Less Accumulated Depreciation				
Land Improvements	6,660,954	220,488	8,047	6,873,395
Buildings	8,953,242	569,055	3,595	9,518,702
Infrastructure	32,782	3,626	—	36,408
Machinery and Equipment	2,245,126	223,241	—	2,468,367
Licensed Vehicles	341,105	26,801	—	367,906
	<u>18,233,209</u>	<u>1,043,211</u>	<u>11,642</u>	<u>19,264,778</u>
Total Net Depreciable Capital Assets	<u>22,221,455</u>	<u>(457,744)</u>	<u>17,433</u>	<u>21,746,278</u>
Total Net Capital Assets	<u>43,195,339</u>	<u>(4,971)</u>	<u>412,063</u>	<u>42,778,305</u>

Depreciation expense of \$1,043,211 was charged to the culture and recreation function.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 3 - DETAIL NOTES ON ALL FUNDS - Continued

LONG-TERM DEBT

Capital Leases

The District has entered into an interest-free lease agreement as lessee for financing the acquisition of a Toro Greensmater TriFlex, a Toro groundsmaster, and a Toro workman. Capital assets of \$156,621 have been added to equipment. This interest-free lease agreement qualifies as a capital lease for accounting purposes and; therefore, has been recorded at the present value of the future minimum lease payments as of the inception date. The capital lease have been recorded as liabilities on the Statement of Net Position for governmental activities.

The future minimum lease payments and the net present value of these minimum lease payments are as follows:

Fiscal Year	Lease Payment
2022	\$ 52,207
2023	52,207
	<u>104,414</u>

General Obligation Bonds

The District issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds are direct obligations and pledge the full faith and credit of the District. General obligation bonds currently outstanding are as follows:

Issue	Beginning Balances	Issuances	Retirements	Ending Balances
General Obligation Limited Tax Bonds of 2016, due in annual installments of \$390,000 to \$505,000 plus interest at 2.00% to 3.00% through December 15, 2026.	\$ 2,805,000	—	430,000	2,375,000

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS**Notes to the Financial Statements****December 31, 2021****NOTE 3 - DETAIL NOTES ON ALL FUNDS - Continued****LONG-TERM DEBT - Continued****Long-Term Liability Activity**

Changes in long-term liabilities during the fiscal year were as follows:

Type of Debt	Beginning Balances	Additions	Deductions	Ending Balances	Amounts Due within One Year
Governmental Activities					
Compensated Absences	\$ 116,732	38,982	19,491	136,223	27,245
Net Pension Liability/(Asset) - IMRF	549,610	—	1,665,103	(1,115,493)	—
Total OPEB Liability - RBP	190,195	—	25,837	164,358	—
Capital Leases	—	156,621	52,207	104,414	52,207
General Obligation Bonds	2,805,000	—	430,000	2,375,000	445,000
Plus: Unamortized Premium	134,634	—	22,439	112,195	22,439
	<u>3,796,171</u>	<u>195,603</u>	<u>2,215,077</u>	<u>1,776,697</u>	<u>546,891</u>

The compensated absences, the net pension liability/(asset), and the total OPEB liability are liquidated by the General and Recreation Funds. Payments on the capital leases are made by the Capital Projects Fund and payments on the general obligation bonds are made by the Debt Service Fund.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 3 - DETAIL NOTES ON ALL FUNDS - Continued

LONG-TERM DEBT - Continued

Debt Service Requirements to Maturity

The annual debt service requirements to maturity, including principal and interest, are as follows:

Fiscal Year	General Obligation Bonds	
	Principal	Interest
2022	\$ 445,000	71,250
2023	460,000	57,900
2024	475,000	44,100
2025	490,000	29,850
2026	505,000	15,150
	<u>2,375,000</u>	<u>218,250</u>

Legal Debt Margin

Chapter 70, Section 1205/6-2 of the Illinois Compiled Statutes provides "...for the payment of land condemned or purchased for parks or boulevards, for the building, maintaining, improving and protection of the same and for the payment of the expenses incident thereto, or for the acquisition of real estate and lands to be used as a site for an armory, any park district is authorized to issue the bonds or notes of such park district and pledge its property and credit therefore to an amount including existing indebtedness of such district so that the aggregate indebtedness of such district does not exceed 2.875% of the value of the taxable property therein, to be ascertained by the last assessment for state and county taxes previous to the issue from time to time of such bonds or notes or, until January 1, 1983, if greater, the sum that is produced by multiplying the district's 1978 equalized assessed valuation by the debt limitation percentage in effect on January 1, 1979, if a petition, signed by voters in number equal to not less than 2% of the voters of the district, who voted at the last general election in the district, asking that the authorized aggregate indebtedness of the district be increased to not more than .575% of the value of the taxable property therein, is presented to the Board and such increase is approved by the voters of the district at a referendum held on the question.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 3 - DETAIL NOTES ON ALL FUNDS - Continued

LONG-TERM DEBT - Continued

Legal Debt Margin - Continued

Assessed Valuation - 2020	<u>\$ 1,052,808,528</u>
Legal Debt Limit - 2.875% of Assessed Value	30,268,245
Amount of Debt Applicable to Limit	<u>2,375,000</u>
Legal Debt Margin	<u>27,893,245</u>
Non-Referendum Legal Debt Limit	
0.575% of Assessed Valuation	6,053,649
Amount of Debt Applicable to Debt Limit	<u>2,375,000</u>
Non-Referendum Legal Debt Margin	<u>3,678,649</u>

NET POSITION CLASSIFICATIONS

Net investment in capital assets was comprised of the following as of December 31, 2021:

Governmental Activities	
Capital Assets - Net of Accumulated Depreciation	\$ 42,778,305
Less Capital Related Debt:	
Capital Leases	(104,414)
General Obligation Limited Tax Bonds of 2016	(2,375,000)
Unamortized Bond Premium	<u>(112,195)</u>
Net Investment in Capital Assets	<u>40,186,696</u>

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 3 - DETAIL NOTES ON ALL FUNDS - Continued

FUND BALANCE CLASSIFICATIONS

In the governmental funds financial statements, the District considers restricted amounts to have been spent when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. The District first utilizes committed, then assigned and then unassigned fund balance when an expenditure is incurred for purposes for which all three unrestricted fund balances are available.

Nonspendable Fund Balance. Consists of resources that cannot be spent because they are either: a) not in a spendable form; or b) legally or contractually required to be maintained intact.

Restricted Fund Balance. Consists of resources that are restricted to specific purposes, that is, when constraints placed on the use of resources are either: a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance. Consists of resources constrained (issuance of an ordinance) to specific purposes by the government itself, using its highest level of decision-making authority, the Board of Commissioners; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.

Assigned Fund Balance. Consists of amounts that are constrained by the Board of Commissioners' intent to be used for specific purposes but are neither restricted nor committed. Intent is expressed by a) the Board of Commissioners itself or b) a body or official to which the Board of Commissioners has delegated the authority to assign amounts to be used for specific purposes. The District's highest level of decision-making authority is the Board of Commissioners, who is authorized to assign amounts to a specific purpose.

Unassigned Fund Balance. Consists of residual net resources of a fund that has not been restricted, committed, or assigned within the General Fund and deficit fund balances of other governmental funds.

Minimum Fund Balance Policy. The District's policy manual states that the General Fund should maintain a minimum assigned and unassigned fund balance equal to two to four months of budgeted operating expenditures. The Recreation Fund should maintain a minimum fund balance of no less than two months of operating expenditures.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS**Notes to the Financial Statements****December 31, 2021****NOTE 3 - DETAIL NOTES ON ALL FUNDS - Continued****FUND BALANCE CLASSIFICATIONS - Continued**

The following is a schedule of fund balance classifications for the governmental funds as of the date of this report:

	General	Special Revenue Recreation	Debt Service	Capital Projects	Totals
Fund Balances					
Nonspendable					
Inventories	\$ 27,497	—	—	—	27,497
Prepays	34,783	15,115	—	—	49,898
	62,280	15,115	—	—	77,395
Restricted					
Property Tax Levies					
Special Recreation	145,031	—	—	—	145,031
Liability	99,489	—	—	—	99,489
Museum	115,820	—	—	—	115,820
Audit	3,199	—	—	—	3,199
Illinois Municipal Retirement	70,540	4,546	—	—	75,086
Police Protection	33,044	—	—	—	33,044
Social Security	66,321	56,863	—	—	123,184
Debt Service	—	—	150,605	—	150,605
	533,444	61,409	150,605	—	745,458
Committed					
Recreational Programming, Facility Maintenance, and Future Recreation Capital	—	1,611,207	—	—	1,611,207
Assigned					
Capital Projects	54,885	—	—	424,992	479,877
Unassigned	2,423,328	—	—	—	2,423,328
Total Fund Balances	3,073,937	1,687,731	150,605	424,992	5,337,265

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 4 - OTHER INFORMATION - Continued

JOINT VENTURE

The District is a member of the Special Recreation Association of Central Lake County (SRACLC), a cooperative formed by Member Agencies to provide community based Therapeutic Recreation services to individuals with disabilities and their families and to share the expenses of such programs on a cooperative basis. Contribution requirements are determined based on a percentage of the individual park district's equalized assessed valuation and population as defined. The District's 2021 contribution was \$240,217.

The District does not exercise direct oversight of the SRACLC, and accordingly, the Association has not been included in these basic financial statements. The audited financial statements of SRACLC are available at 290 Oakwood Road, Vernon Hills, IL 60061.

CONTINGENT LIABILITIES

Litigation

The District is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in the opinion of the District's attorney, the resolution of these matters will not have a material adverse effect on the financial condition of the District.

Grants

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the District expects such amounts, if any, to be immaterial.

Financial Impact from COVID-19

In March 2020, the World Health Organization declared the COVID-19 virus a public health emergency. As of the date of this report, the extent of the impact of COVID-19 on the District's operations and financial position cannot be determined.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 4 - OTHER INFORMATION

RISK MANAGEMENT

Park District Risk Management Agency (PDRMA)

The District is exposed to various risks related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and net income losses. Since 1990, the District has been a member of the Park District Risk Management Agency (PDRMA) Property/Casualty Program, a joint risk management pool of park and forest preserve districts, and special recreation associations through which property, general liability, automobile liability, crime, boiler and machinery, public officials', employment practices liability and workers compensation coverage is provided in excess of specified limits for the members, acting as a single insurable unit. The following table is a summary of the coverage in effect as of January 1, 2021 to January 1, 2022:

Coverage	Member Deductible	PDRMA Self-Insured Retention	Limits
PROPERTY			
Property/Bldg/Contents			
All Losses Per Occurrence	\$1,000	\$1,000,000	\$1,000,000,000/All Members
Flood/Except Zones A & V	\$1,000	\$1,000,000	\$100,000,000/Occurrence/Annual Aggregate
Flood, Zones A & V	\$1,000	\$1,000,000	\$50,000,000/Occurrence/Annual Aggregate
Earthquake Shock	\$1,000	\$100,000	\$100,000,000/Occurrence/Annual Aggregate
Auto Physical Damage			
Comprehensive and Collision	\$1,000	\$1,000,000	Included
Course of Construction	\$1,000	Included	\$25,000,000
Tax Revenue Interruption	\$1,000	\$1,000,000	\$3,000,000/Reported Values
			\$1,000,000/Non-Reported Values
Business Interruption, Rental Income	\$1,000		\$100,000,000/Reported Values
			\$500,000/\$2,500,000/Non-Reported Values
Off Premises Service Interruption	24 Hours	N/A	\$25,000,000
Boiler and Machinery			\$100,000,000 Equipment Breakdown
Property Damage	\$1,000	\$9,000	Property Damage - Included
Business Income	48 Hours	N/A	Included
Fidelity and Crime	\$1,000	\$24,000	\$2,000,000/Occurrence
Seasonal Employees	\$1,000	\$9,000	\$1,000,000/Occurrence
Blanket Bond	\$1,000	\$24,000	\$2,000,000/Occurrence
WORKERS COMPENSATION			
Employers Liability	N/A	\$500,000	Statutory
		\$500,000	\$3,500,000 Employers Liability

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 4 - OTHER INFORMATION - Continued

RISK MANAGEMENT - Continued

Park District Risk Management Agency (PDRMA) - Continued

Coverage	Member Deductible	PDRMA Self-Insured Retention	Limits
LIABILITY			
General	None	\$500,000	\$21,500,000/Occurrence
Auto Liability	None	\$500,000	\$21,500,000/Occurrence
Employment Practices	None	\$500,000	\$21,500,000/Occurrence
Public Officials' Liability	None	\$500,000	\$21,500,000/Occurrence
Law Enforcement Liability	None	\$500,000	\$21,500,000/Occurrence
Uninsured/Underinsured Motorists	None	\$500,000	\$1,000,000/Occurrence
Communicable Disease	\$1,000/\$5,000	\$5,000,000	\$250,000/Claim/Aggregate;
			\$5,000,000 Aggregate All Members
POLLUTION LIABILITY			
Liability - Third Party	None	\$25,000	\$5,000,000/Occurrence
Property - First Party	\$1,000	\$24,000	\$30,000,000 3 Year Aggregate
OUTBREAK EXPENSE			\$1,000,000 Aggregate Policy Limit
Outbreak Suspension	24 Hours	N/A	\$5,000/\$25,000/Day All Locations
			\$150,000/\$500,000 Aggregate
Workplace Violence Suspension	24 Hours	N/A	\$15,000/Day All Locations 5 Day Maximum
Fungus Suspension	24 Hours	N/A	\$15,000/Day All Locations 5 Day Maximum
INFORMATION SECURITY AND PRIVACY INSURANCE WITH ELECTRONIC MEDIA			
LIABILITY COVERAGE			
Breach Response	\$1,000	\$100,000	\$2,000,000/Occurrence/Annual Aggregate
Business Interruption	8 Hours	\$100,000	\$2,000,000/Occurrence/Annual Aggregate
Business Interruption due to			
System Failure	8 Hours	\$100,000	\$250,000/Occurrence/Annual Aggregate
Dependent Business Loss	8 Hours	\$100,000	\$2,000,000/Occurrence/Annual Aggregate
Liability	\$1,000	\$100,000	\$2,000,000/Occurrence/Annual Aggregate
eCrime	\$1,000	\$100,000	\$50,000/Occurrence/Annual Aggregate
Criminal Reward	\$1,000	\$100,000	\$50,000/Occurrence/Annual Aggregate
DEADLY WEAPON RESPONSE			
Liability	\$1,000	\$9,000	\$500,000/Occurrence/\$2,500,000 Annual Aggregate
First Party Property	\$1,000	\$9,000	\$250,000/Occurrence as part of overall limit
Crisis Management Services	\$1,000	\$9,000	\$250,000/Occurrence as part of overall limit
Counseling/Funeral Expenses	\$1,000	\$9,000	\$250,000/Occurrence as part of overall limit
Medical Expenses	\$1,000	\$9,000	\$25,000/person/\$500,000 Annual Aggregate
AD&D	\$1,000	\$9,000	\$50,000/person/\$500,000 Annual Aggregate

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 4 - OTHER INFORMATION - Continued

RISK MANAGEMENT - Continued

Park District Risk Management Agency (PDRMA) - Continued

Coverage	Member Deductible	PDRMA Self- Insured Retention	Limits
VOLUNTEER MEDICAL ACCIDENT			
Volunteer Medical Accident	None	\$5,000	\$5,000 Medical Expense Excess of any other
			Collectible Insurance
UNDERGROUND STORAGE TANK LIABILITY			
Underground Storage Tank Liability	None	N/A	\$10,000, Follows Illinois Leaking
			Underground Tank Fund
UNEMPLOYMENT COMPENSATION			
Unemployment Compensation	N/A	N/A	Statutory

Losses exceeding the per occurrence self-insured and reinsurance limit would be the responsibility of the District.

As a member of PDRMA's Property/Casualty Program, the District is represented on the Property/Casualty Program Council and the Membership Assembly and is entitled to one vote on each. The relationship between the District and PDRMA is governed by a contract and by-laws that have been adopted by resolution of the District's governing body.

The District is contractually obligated to make all annual and supplementary contributions to PDRMA, to report claims on a timely basis, cooperate with PDRMA, its claims administrator and attorneys in claims investigations and settlement, and to follow risk management procedures as outlined by PDRMA. Members have a contractual obligation to fund any deficit of PDRMA attributable to a membership year during which they were a member.

PDRMA is responsible for administering the self-insurance program and purchasing excess insurance according to the direction of the Program Council. PDRMA also provides its members with risk management services, including the defense of and settlement of claims, and establishes reasonable and necessary loss reduction and prevention procedures to be followed by the members.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 4 - OTHER INFORMATION - Continued

RISK MANAGEMENT - Continued

Park District Risk Management Agency (PDRMA) - Continued

The following represents a summary of PDRMA's Property/Casualty Program balance sheet at December 31, 2020 and the statement of revenues and expenses for the period ending December 31, 2020. The District's portion of the overall equity of the pool is 0.653% or \$370,850.

Assets	\$ 76,433,761
Deferred Outflows of Resources - Pension	1,015,561
Liabilities	19,892,387
Deferred Inflows of Resources - Pension	798,816
Total Net Position	56,758,119
Operating Revenues	19,454,155
Nonoperating Revenues	4,109,196
Expenditures	16,158,333

Since 89.98% of PDRMA's liabilities are reserves for losses and loss adjustment expenses which are based on an actuarial estimate of the ultimate losses incurred, the Member Balances are adjusted annually as more recent loss information becomes available.

Park District Risk Management Agency (PDRMA) Health Program

Since February 1, 1990, the District has been a member of the Park District Risk Management Agency (PDRMA) Health Program, a health insurance pool of park districts, special recreation associations, and public service organizations through which medical, vision, dental, life and prescription drug coverages are provided in excess of specified limits for the members, acting as a single insurable unit. The pool purchases excess insurance covering single claims over \$250,000. Until January 1, 2001 the PDRMA Health Program was a separate legal entity formerly known as the Illinois Park Employees Health Network (IPEHN).

Members can choose to provide any combination of coverages available to their employees, and pay premiums accordingly.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 4 - OTHER INFORMATION - Continued

RISK MANAGEMENT - Continued

Park District Risk Management Agency (PDRMA) Health Program - Continued

As a member of the PDRMA Health Program, the District is represented on the Health Program Council as well as the Membership Assembly and is entitled to one vote on each. The relationship between the member agency and PDRMA Health Program is governed by a contract and by-laws that have been adopted by a resolution of each member's governing body. Members are contractually obligated to make all monthly payments to the PDRMA Health Program and to fund any deficit of the PDRMA Health Program upon dissolution of the pool. They will share in any surplus of the pool based on a decision by the Health Program Council.

The following represents a summary of PDRMA's Health Program balance sheet at December 31, 2020 and the statement of revenues and expenses for the period ending December 31, 2020.

Assets	\$ 29,550,609
Deferred Outflows of Resources - Pension	435,241
Liabilities	5,326,323
Deferred Inflows of Resources - Pension	342,350
Total Net Position	24,317,177
Operating Revenues	34,484,852
Nonoperating Revenues	1,999,072
Expenditures	32,395,210

A large percentage of PDRMA's liabilities are reserves for losses and loss adjustment expenses, which are based on an actuarial estimate of the ultimate losses incurred.

EMPLOYEE RETIREMENT SYSTEM - DEFINED BENEFIT PENSION PLAN

Illinois Municipal Retirement Fund (IMRF)

The District contributes to the Illinois Municipal Retirement Fund (IMRF), a defined benefit agent multiple-employer public employee retirement system that acts as a common investment and administrative agent for local governments and school districts in Illinois. IMRF issues a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole, but not by individual employer. That report may be obtained online at www.imrf.org. The benefits, benefit levels, employee contributions, and employer contributions are governed by Illinois Compiled Statutes (ILCS) and can only be amended by the Illinois General Assembly.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 4 - OTHER INFORMATION - Continued

EMPLOYEE RETIREMENT SYSTEM - DEFINED BENEFIT PENSION PLAN - Continued

Illinois Municipal Retirement Fund (IMRF) - Continued

Plan Descriptions

Plan Administration. All hired in positions that meet or exceed the prescribed annual hourly standard must be enrolled in IMRF as participating members. The plan is accounted for on the economic resources measurement focus and the accrual basis of accounting. Employer and employee contributions are recognized when earned in the year that the contributions are required, benefits and refunds are recognized as an expense and liability when due and payable.

Benefits Provided. IMRF has three benefit plans. The vast majority of IMRF members participate in the Regular Plan (RP). The Sheriff's Law Enforcement Personnel (SLEP) plan is for sheriffs, deputy sheriffs, and selected police chiefs. Counties could adopt the Elected County Official (ECO) plan for officials elected prior to August 8, 2011 (the ECO plan was closed to new participants after that date).

IMRF provides two tiers of pension benefits. Employees hired before January 1, 2011, are eligible for Tier 1 benefits. Tier 1 employees are vested for pension benefits when they have at least eight years of qualifying service credit. Tier 1 employees who retire at age 55 (at reduced benefits) or after age 60 (at full benefits) with eight years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any consecutive 48 months within the last 10 years of service, divided by 48. Under Tier 1, the pension is increased by 3% of the original amount on January 1 every year after retirement.

Employees hired on or after January 1, 2011, are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after ten years of service. Participating employees who retire at age 62 (at reduced benefits) or after age 67 (at full benefits) with ten years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any 96 consecutive months within the last 10 years of service, divided by 96. Under Tier 2, the pension is increased on January 1 every year after retirement, upon reaching age 67, by the lesser of:

- 3% of the original pension amount, or
- 1/2 of the increase in the Consumer Price Index of the original pension amount.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 4 - OTHER INFORMATION - Continued

EMPLOYEE RETIREMENT SYSTEM - DEFINED BENEFIT PENSION PLAN - Continued

Illinois Municipal Retirement Fund (IMRF) - Continued

Plan Descriptions - Continued

Plan Membership. As of December 31, 2021, the measurement date, the following employees were covered by the benefit terms:

Inactive Plan Members Currently Receiving Benefits	70
Inactive Plan Members Entitled to but not yet Receiving Benefits	85
Active Plan Members	<u>64</u>
Total	<u>219</u>

Contributions. As set by statute, the District's Regular Plan Members are required to contribute 4.50% of their annual covered salary. The statute requires employers to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. For the year-ended December 31, 2021, the District's contribution was 11.39% of covered payroll.

Net Pension (Asset). The District's net pension (asset) was measured as of December 31, 2021. The total pension liability used to calculate the net pension (asset) was determined by an actuarial valuation as of that date.

Actuarial Assumptions. The total pension liability was determined by an actuarial valuation performed, as of December 31, 2021, using the following actuarial methods and assumptions:

Actuarial Cost Method	Entry Age Normal
Asset Valuation Method	Fair Value
Actuarial Assumptions	
Interest Rate	7.25%
Salary Increases	2.85% to 13.75%
Cost of Living Adjustments	2.25%
Inflation	2.25%

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 4 - OTHER INFORMATION - Continued

EMPLOYEE RETIREMENT SYSTEM - DEFINED BENEFIT PENSION PLAN - Continued

Illinois Municipal Retirement Fund (IMRF) - Continued

Plan Descriptions - Continued

Actuarial Assumptions - Continued. For nondisabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Retiree, Male (adjusted 106%) and Female (adjusted 105%) tables, and future mortality improvements projected using scale MP-2020. For disabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Disabled Retiree, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020. For active members, the Pub-2010, Amount-Weighted, below-median income, General, Employee, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return to the target asset allocation percentage and adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target	Long-Term Expected Real Rate of Return
Fixed Income	25.00%	2.00%
Domestic Equities	39.00%	5.00%
International Equities	15.00%	5.75%
Real Estate	10.00%	5.90%
Blended	10.00%	4.30% - 8.10%
Cash and Cash Equivalents	1.00%	1.70%

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 4 - OTHER INFORMATION - Continued

EMPLOYEE RETIREMENT SYSTEM - DEFINED BENEFIT PENSION PLAN - Continued

Illinois Municipal Retirement Fund (IMRF) - Continued

Discount Rate

The discount rate used to measure the total pension liability was 7.25%, the same as the prior valuation. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that District contributions will be made at rates equal to the difference between the actuarially determined contribution rates and the member rate. Based on those assumptions, the Fund's fiduciary net position was projected to be available to make all project future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all period of projected benefit payments to determine the total pension liability.

Discount Rate Sensitivity

The following is a sensitivity analysis of the net pension liability/(asset) to changes in the discount rate. The table below presents the net pension liability/(asset) of the District calculated using the discount rate as well as what the District's net pension liability/(asset) would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Net Pension Liability/(Asset)	\$ 938,751	(1,115,493)	(2,788,818)

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS**Notes to the Financial Statements****December 31, 2021****NOTE 4 - OTHER INFORMATION - Continued****EMPLOYEE RETIREMENT SYSTEM - DEFINED BENEFIT PENSION PLAN - Continued****Illinois Municipal Retirement Fund (IMRF) - Continued****Changes in the Net Pension Liability**

	Total Pension Liability (A)	Plan Fiduciary Net Position (B)	Net Pension Liability/ Asset (A) - (B)
Balances at December 31, 2020	\$ 17,354,293	16,804,683	549,610
Changes for the Year:			
Service Cost	259,881	—	259,881
Interest on the Total Pension Liability	1,230,343	—	1,230,343
Difference Between Expected and Actual Experience of the Total Pension Liability	254,607	—	254,607
Changes of Assumptions	—	—	—
Contributions - Employer	—	347,860	(347,860)
Contributions - Employees	—	137,433	(137,433)
Net Investment Income	—	2,901,588	(2,901,588)
Benefit Payments, Including Refunds of Employee Contributions	(1,027,972)	(1,027,972)	—
Other (Net Transfer)	—	23,053	(23,053)
Net Changes	716,859	2,381,962	(1,665,103)
Balances at December 31, 2021	18,071,152	19,186,645	(1,115,493)

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS**Notes to the Financial Statements****December 31, 2021****NOTE 4 - OTHER INFORMATION - Continued****EMPLOYEE RETIREMENT SYSTEM - DEFINED BENEFIT PENSION PLAN - Continued****Illinois Municipal Retirement Fund (IMRF) - Continued****Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions**

For the year ended December 31, 2021, the District recognized pension revenue of \$369,322. At December 31, 2021, the District reported deferred outflows or resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Totals
Difference Between Expected and Actual Experience	\$ 360,142	—	360,142
Change in Assumptions	—	(26,211)	(26,211)
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	—	(2,207,469)	(2,207,469)
Total Deferred Amounts Related to IMRF	360,142	(2,233,680)	(1,873,538)

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in future periods as follows:

Fiscal Year	Net Deferred (Inflows) of Resources
2022	\$ (241,089)
2023	(753,821)
2024	(538,211)
2025	(340,417)
2026	—
Thereafter	—
Total	(1,873,538)

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 4 - OTHER INFORMATION - Continued

OTHER POST-EMPLOYMENT BENEFITS

General Information about the OPEB Plan

Plan Description. The District's defined benefit OPEB plan, Mundelein Park and Recreation District's Retiree Benefit Plan (RBP), provides OPEB for all permanent full-time general employees of the District. RBP is a single-employer defined benefit OPEB plan administered by the District. Article 11 of the State Compiled Statutes grants the authority to establish and amend the benefit terms and financing requirements to the District Board. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

Benefits Provided. RBP offers medical, prescription drug, dental and vision coverage. Retirees pay the full premium.

Plan Membership. As of September 30, 2021, the measurement date, the following employees were covered by the benefit terms:

Inactive Plan Members Currently Receiving Benefits	2
Inactive Plan Members Entitled to but not yet Receiving Benefits	—
Active Plan Members	<u>34</u>
Total	<u>36</u>

Total OPEB Liability

The District's total OPEB liability was measured as of September 30, 2021, and was determined by an actuarial valuation as of that date.

Actuarial Assumptions and Other Inputs. The total OPEB liability in the September 30, 2021 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 4 - OTHER INFORMATION - Continued

OTHER POST-EMPLOYMENT BENEFITS - Continued

Total OPEB Liability - Continued

Actuarial Assumptions and Other Inputs - Continued.

Inflation	2.25%
Salary Increases	2.89% to 9.85%
Discount Rate	2.26%
Healthcare Cost Trend Rates	
Medical	6.00% graded to 4.50% over 15 years
Prescription Drug	7.00% graded to 4.50% over 17 years
Retirees' Share of Benefit-Related Costs	100% of the benefit related costs

The discount rate was based on the General Obligation Municipal Bond Rate as of September 30, 2021.

Mortality rates were based on the Pub-2010 General Healthy Retiree Headcount-Weighted Below-Median Income Mortality Tables adjusted by 106% for males and 105% for females projected generationally using Scale MP-2020.

Change in the Total OPEB Liability

	Total OPEB Liability
Balance at December 31, 2020	<u>\$ 190,195</u>
Changes for the Year:	
Service Cost	12,116
Interest on the Total OPEB Liability	4,314
Changes of Benefit Terms	—
Difference Between Expected and Actual Experience	(26,949)
Changes of Assumptions or Other Inputs	(1,055)
Benefit Payments	(14,263)
Other Changes	—
Net Changes	<u>(25,837)</u>
Balance at December 31, 2021	<u>164,358</u>

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 4 - OTHER INFORMATION - Continued

OTHER POST-EMPLOYMENT BENEFITS - Continued

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The discount rate used to measure the total pension liability was 2.26%, while the prior valuation used 2.21%. The following presents the total OPEB liability, calculated using the discount rate, as well as what the total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher:

	1% Decrease (1.26%)	Current Discount Rate (2.26%)	1% Increase (3.26%)
Total OPEB Liability	\$ 173,605	164,358	155,422

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the total OPEB liability, calculated using varied Healthcare Trend Rates as well as what the total OPEB liability would be if it were calculated using Healthcare Trend Rates that are one percentage point lower or one percentage point higher:

	1% Decrease (Varies)	Healthcare Cost Trend Rates (Varies)	1% Increase (Varies)
Total OPEB Liability	\$ 150,219	164,358	181,119

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Notes to the Financial Statements

December 31, 2021

NOTE 4 - OTHER INFORMATION - Continued

OTHER POST-EMPLOYMENT BENEFITS - Continued

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended December 31, 2021, the District recognized OPEB expense of \$8,593. At December 31, 2021, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Totals
Difference Between Expected and Actual Experience	\$ 3,094	(15,695)	(12,601)
Change in Assumptions	10,286	(53,909)	(43,623)
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	—	—	—
Total Deferred Amounts Related to OPEB	13,380	(69,604)	(56,224)

There were no employer contributions made subsequent to the measurement date. Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Fiscal Year	Net Deferred (Inflows) of Resources
2022	\$ (7,837)
2023	(7,837)
2024	(7,837)
2025	(7,837)
2026	(7,837)
Thereafter	(17,039)
Total	(56,224)

REQUIRED SUPPLEMENTARY INFORMATION

Required supplementary information includes financial information and disclosures that are required by the GASB but are not considered a part of the basic financial statements. Such information includes:

- Schedule Employer Contributions
Illinois Municipal Retirement Fund
- Schedule of Changes in the Employer's Net Pension Liability/(Asset)
Illinois Municipal Retirement Fund
- Schedule of Changes in the Employer's Total OPEB Liability
Retiree Benefits Plan
- Budgetary Comparison Schedules
General Fund
Recreation - Special Revenue Fund

Notes to the Required Supplementary Information

Budgetary information - budgets are adopted on a basis consistent with generally accepted accounting principles.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Illinois Municipal Retirement Fund Schedule of Employer Contributions December 31, 2021

Fiscal Year	Actuarially Determined Contribution	Contributions in Relation to the Actuarially Determined Contribution	Contribution Excess/ (Deficiency)	Covered Payroll	Contributions as a Percentage of Covered Payroll
2015	\$ 360,506	\$ 360,506	\$ —	\$ 3,021,848	11.93%
2016	362,957	362,957	—	2,873,779	12.63%
2017	373,459	373,459	—	2,931,383	12.74%
2018	353,545	353,545	—	2,879,029	12.28%
2019	294,920	294,920	—	2,857,753	10.32%
2020	350,646	350,646	—	2,917,194	12.02%
2021	347,860	347,860	—	3,054,082	11.39%

Notes to the Required Supplementary Information:

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level % Pay (Closed)
Remaining Amortization Period	22 Years
Asset Valuation Method	5-Year Smoothed Fair Value
Inflation	2.50%
Salary Increases	3.35% - 14.25%
Investment Rate of Return	7.25%
Retirement Age	See the Notes to the Financial Statements
Mortality	IMRF specific mortality table was used with fully generational projection scale MP-2017 (base year 2015).

Note:

This schedule is intended to show information for ten years. Information for additional years will be displayed as it becomes available.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS**Illinois Municipal Retirement Fund****Schedule of Changes in the Employer's Net Pension Liability/(Asset)****December 31, 2021**

	<u>2015</u>
Total Pension Liability	
Service Cost	\$ 329,011
Interest	933,533
Differences Between Expected and Actual Experience	142,519
Change of Assumptions	34,781
Benefit Payments, Including Refunds of Member Contributions	(395,004)
Net Change in Total Pension Liability	1,044,840
Total Pension Liability - Beginning	12,513,379
Total Pension Liability - Ending	<u>13,558,219</u>
Plan Fiduciary Net Position	
Contributions - Employer	\$ 360,506
Contributions - Members	139,803
Net Investment Income	54,556
Benefit Payments, Including Refunds of Member Contributions	(395,004)
Other (Net Transfer)	(137,303)
Net Change in Plan Fiduciary Net Position	22,558
Plan Net Position - Beginning	10,858,562
Plan Net Position - Ending	<u>10,881,120</u>
Employer's Net Pension Liability/(Asset)	<u>\$ 2,677,099</u>
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	80.25%
Covered Payroll	\$ 3,021,848
Employer's Net Pension Liability/(Asset) as a Percentage of Covered Payroll	88.59%

Note: This schedule is intended to show information for ten years. Information for additional years will be displayed as it becomes available.

Changes of Assumptions. Changes in assumptions related to the discount rate were made in 2015 through 2021. Changes in assumptions related to the demographics were made in 2017.

2016	2017	2018	2019	2020	2021
334,458	320,068	298,965	289,747	298,839	259,881
1,007,023	1,048,733	1,072,349	1,120,836	1,154,260	1,230,343
(277,289)	(43,540)	46,111	(187,470)	616,483	254,607
(69,655)	(409,416)	427,341	—	(84,731)	—
(452,954)	(553,462)	(627,357)	(729,330)	(803,935)	(1,027,972)
541,583	362,383	1,217,409	493,783	1,180,916	716,859
13,558,219	14,099,802	14,462,185	15,679,594	16,173,377	17,354,293
14,099,802	14,462,185	15,679,594	16,173,377	17,354,293	18,071,152
362,957	373,459	353,545	294,920	350,646	347,860
129,629	131,912	129,556	133,049	131,274	137,433
745,498	2,009,102	(713,976)	2,422,677	2,063,236	2,901,588
(452,954)	(553,462)	(627,357)	(729,330)	(803,935)	(1,027,972)
74,883	(142,998)	298,285	(227,035)	169,982	23,053
860,013	1,818,013	(559,947)	1,894,281	1,911,203	2,381,962
10,881,120	11,741,133	13,559,146	12,999,199	14,893,480	16,804,683
11,741,133	13,559,146	12,999,199	14,893,480	16,804,683	19,186,645
2,358,669	903,039	2,680,395	1,279,897	549,610	(1,115,493)
83.27%	93.76%	82.91%	92.09%	96.83%	106.17%
2,873,779	2,931,383	2,879,029	2,857,753	2,917,194	3,054,082
82.08%	30.81%	93.10%	44.79%	18.84%	(36.52%)

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Retiree Benefit Plan

Schedule of Changes in the Employer's Total OPEB Liability

December 31, 2021

	2018	2019	2020	2021
Total OPEB Liability				
Service Cost	\$ 11,549	10,960	13,051	12,116
Interest	8,062	9,183	5,076	4,314
Change of Assumptions or Other Inputs	(6,605)	4,507	12,952	(26,949)
Difference Between Expected and Actual Experience	—	(43,453)	(13,809)	(1,055)
Benefit Payments	(13,733)	(14,694)	(9,660)	(14,263)
Other Changes	—	—	—	—
Net Change in Total OPEB Liability	(727)	(33,497)	7,610	(25,837)
Total OPEB Liability - Beginning	216,809	216,082	182,585	190,195
Total OPEB Liability - Ending	216,082	182,585	190,195	164,358
Covered-Employee Payroll	\$ 2,075,768	2,116,718	2,347,798	2,342,407
Total OPEB Liability as a Percentage of Covered-Employee Payroll	10.41%	8.63%	8.10%	7.02%

Notes:

This schedule is intended to show information for ten years. Information for additional years will be displayed as it becomes available.

No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

Changes of Assumptions. Changes of assumptions and other inputs reflect the effects of changes in the discount rate from 4.18% in 2018 to 2.66% in 2019 to 2.21% in 2020 and to 2.26% in 2021.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

General Fund

Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual

For the Fiscal Year Ended December 31, 2021

	Budgeted Amounts		Actual
	Original	Final	Amounts
Revenues			
Taxes			
Property Taxes	\$ 2,890,275	2,890,275	2,919,337
Charges for Services	1,535,115	1,535,115	1,970,241
Intergovernmental			
Replacement Taxes	45,000	45,000	90,629
Interest	15,000	15,000	1,454
Interfund Service Charges	645,000	645,000	639,000
Miscellaneous	13,000	13,000	49,479
Total Revenues	5,143,390	5,143,390	5,670,140
Expenditures			
General Government	1,598,279	1,598,279	1,439,161
Culture and Recreation	3,426,388	3,426,388	3,144,471
Capital Outlay	75,500	75,500	33,260
Total Expenditures	5,100,167	5,100,167	4,616,892
Excess (Deficiency) of Revenues Over (Under) Expenditures	43,223	43,223	1,053,248
Other Financing Sources (Uses)			
Disposal of Capital Assets	—	—	199
Transfers Out	(400,000)	(400,000)	(400,000)
	(400,000)	(400,000)	(399,801)
Net Change In Fund Balance	(356,777)	(356,777)	653,447
Fund Balance - Beginning			2,420,490
Fund Balance - Ending			3,073,937

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS**Recreation Fund****Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual****For the Fiscal Year Ended December 31, 2021**

	Budgeted Amounts		Actual Amounts
	Original	Final	
Revenues			
Taxes	\$ 1,430,632	1,430,632	1,481,899
Charges for Services	3,284,750	3,284,750	3,009,320
Intergovernmental	30,000	30,000	289,697
Interest	10,000	10,000	975
Miscellaneous	64,600	64,600	78,944
Total Revenues	4,819,982	4,819,982	4,860,835
Expenditures			
Culture and Recreation	4,850,218	4,850,218	4,441,888
Excess (Deficiency) of Revenues Over (Under) Expenditures	(30,236)	(30,236)	418,947
Other Financing Sources (Uses)			
Disposal of Capital Assets	—	—	300
Transfers Out	(78,425)	(78,425)	(78,425)
	(78,425)	(78,425)	(78,125)
Net Change in Fund Balance	(108,661)	(108,661)	340,822
Fund Balance - Beginning			1,346,909
Fund Balance - Ending			1,687,731

OTHER SUPPLEMENTARY INFORMATION

Other supplementary information includes financial statements and schedules not required by the GASB, nor a part of the basic financial statements, but are presented for purposes of additional analysis.

Such schedules include:

- Budgetary Comparison Schedules - Major Governmental Funds
 - General Fund
 - Recreation - Special Revenue Fund
 - Debt Service Fund
 - Capital Projects Fund
- Consolidated Year-End Financial Report

INDIVIDUAL FUND DESCRIPTIONS

GENERAL FUND

The General Fund is used to account for all financial resources except those required to be accounted for in other funds.

SPECIAL REVENUE FUND

The Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than fiduciary funds or capital projects funds) that are legally restricted to expenditure for specified purposes.

Recreation Fund

The Recreation Fund is used to account for revenues, including property taxes and charges for services, and expenditures related to the establishment and maintenance of the following activities: sports and fitness, visual and performing arts, youth and adult general interest, camps, teens, preschoolers, seniors and aquatics.

DEBT SERVICE FUND

The Debt Service Fund is used to account for the accumulation of resources for the payment of general long-term debt principal, interest and related costs.

CAPITAL PROJECTS FUND

The Capital Projects Fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities, equipment, and capital asset replacements.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS**General Fund****Schedule of Expenditures - Budget and Actual****For the Fiscal Year Ended December 31, 2021**

	Budgeted Amounts		Actual Amounts
	Original	Final	
General Government			
Administrative			
Compensation and Benefits	\$ 960,460	960,460	921,124
Contracted Services	226,817	226,817	182,357
Operating Supplies/Equipment	88,263	88,263	86,966
	<u>1,275,540</u>	<u>1,275,540</u>	<u>1,190,447</u>
Police Services			
Compensation and Benefits	14,533	14,533	11,529
Contracted Services	53,600	53,600	27,019
Operating Supplies/Equipment	3,900	3,900	2,783
	<u>72,033</u>	<u>72,033</u>	<u>41,331</u>
Risk Management			
Compensation and Benefits	26,761	26,761	36,404
Contracted Services	185,345	185,345	151,287
Operating Supplies/Equipment	22,600	22,600	4,192
	<u>234,706</u>	<u>234,706</u>	<u>191,883</u>
Audit			
Contracted Services	<u>16,000</u>	<u>16,000</u>	<u>15,500</u>
Total General Government	<u>1,598,279</u>	<u>1,598,279</u>	<u>1,439,161</u>
Culture and Recreation			
Parks and Playgrounds			
Compensation and Benefits	1,309,611	1,309,611	1,130,481
Contracted Services	89,916	89,916	89,489
Operating Supplies/Equipment	263,580	263,580	238,949
	<u>1,663,107</u>	<u>1,663,107</u>	<u>1,458,919</u>

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

General Fund

Schedule of Expenditures - Budget and Actual - Continued

For the Fiscal Year Ended December 31, 2021

	Budgeted Amounts		Actual
	Original	Final	Amounts
Culture and Recreation - Continued			
Golf Operations			
Golf Pro Shop			
Compensation and Benefits	\$ 382,934	382,934	400,062
Contracted Services	43,600	43,600	44,310
Operating Supplies/Equipment	187,370	187,370	207,573
Golf Pro Shop			
Compensation and Benefits	56,085	56,085	63,455
Operating Supplies/Equipment	107,875	107,875	129,368
Golf Course Maintenance			
Compensation and Benefits	492,503	492,503	394,047
Contracted Services	49,000	49,000	45,908
Operating Supplies/Equipment	166,400	166,400	137,499
	<u>1,485,767</u>	<u>1,485,767</u>	<u>1,422,222</u>
Special Recreation			
Compensation and Benefits	2,381	2,381	—
Contracted Services	240,000	240,000	232,842
	<u>242,381</u>	<u>242,381</u>	<u>232,842</u>
Healthy Minds/Healthy Bodies			
Compensation and Benefits	5,383	5,383	8,562
Operating Supplies/Equipment	15,000	15,000	5,263
	<u>20,383</u>	<u>20,383</u>	<u>13,825</u>
Heritage Museum			
Contracted Services	3,450	3,450	3,782
Operating Supplies/Equipment	11,300	11,300	12,881
	<u>14,750</u>	<u>14,750</u>	<u>16,663</u>
Total Culture and Recreation	<u>3,426,388</u>	<u>3,426,388</u>	<u>3,144,471</u>
Capital Outlay			
Special Recreation	72,000	72,000	33,260
Heritage Museum	3,500	3,500	—
	<u>75,500</u>	<u>75,500</u>	<u>33,260</u>
Total Capital Outlay	<u>75,500</u>	<u>75,500</u>	<u>33,260</u>
Total Expenditures	<u>5,100,167</u>	<u>5,100,167</u>	<u>4,616,892</u>

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS**Recreation - Special Revenue Fund****Schedule of Revenues - Budget and Actual****For the Fiscal Year Ended December 31, 2021**

	Budgeted Amounts		Actual Amounts
	Original	Final	
Taxes			
Property Taxes	\$ 1,430,632	1,430,632	1,481,899
Charges for Services			
Facility Rentals	41,400	41,400	54,842
Special Events/Workshops	40,500	40,500	28,929
Program Revenues			
Preschool/Dance	238,500	238,500	236,090
Athletics	160,100	160,100	172,114
Regent Center	138,300	138,300	120,672
Big and Little Development Center	520,200	520,200	595,858
Health and Fitness Center	610,900	610,900	397,033
Aquatics	739,550	739,550	670,200
Trails Day Camp	240,000	240,000	287,070
Recreation Connection	170,600	170,600	186,363
E-Learning Hub	235,000	235,000	117,022
MCC Indoor Pool	149,700	149,700	143,127
	3,284,750	3,284,750	3,009,320
Intergovernmental			
Replacement Taxes	30,000	30,000	60,419
Grants	—	—	229,278
	30,000	30,000	289,697
Interest	10,000	10,000	975
Miscellaneous			
Other	47,500	47,500	54,274
Contributions and Donations	17,100	17,100	24,670
	64,600	64,600	78,944
Total Revenues	4,819,982	4,819,982	4,860,835

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS**Recreation - Special Revenue Fund****Schedule of Expenditures - Budget and Actual****For the Fiscal Year Ended December 31, 2021**

	Budgeted Amounts		Actual Amounts
	Original	Final	
Culture and Recreation			
Administrative			
Compensation and Benefits	\$ 393,938	393,938	356,626
Contracted Services	2,900	2,900	4,935
Operating Supplies/Equipment	131,235	131,235	140,337
Interfund Service Charges	645,000	645,000	639,000
Total Administrative	1,173,073	1,173,073	1,140,898
Recreation			
Softball Fields	2,000	2,000	2,138
Sandburg Facility	11,100	11,100	7,710
Diamond Lake Facility	17,700	17,700	15,779
MCC Facility	27,075	27,075	25,592
Special Events	36,112	36,112	32,259
Trending Programs	15,541	15,541	16,698
Total Recreation	109,528	109,528	100,176
Programs			
Preschool/Dance			
Learning Center	61,074	61,074	58,828
Long Term Dance	84,097	84,097	82,206
Summer Dance	2,188	2,188	3,052
Private Dance Lessons	5,594	5,594	3,531
Preschool Camps	7,069	7,069	901
Preschool Miscellaneous	33,919	33,919	27,189
Kracklauer Dance Studio	13,610	13,610	11,994
Administration	6,238	6,238	4,426
Trails Day Camp	177,707	177,707	150,202
	391,496	391,496	342,329

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Recreation - Special Revenue Fund

Schedule of Expenditures - Budget and Actual - Continued

For the Fiscal Year Ended December 31, 2021

	Budgeted Amounts		Actual
	Original	Final	Amounts
Culture and Recreation - Continued			
Programs - Continued			
Athletics			
Sandburg Facility	\$ 3,875	3,875	7,882
Administration	71,160	71,160	67,088
Volleyball - Open	1,130	1,130	1
Basketball - Men's	3,542	3,542	—
Basketball - Youth	11,584	11,584	3,996
Gymnastics	3,570	3,570	1,725
Tennis	14,204	14,204	23,710
Sports Contract Programs	20,084	20,084	36,427
Softball League - Men's	19,299	19,299	11,639
Karate	26,730	26,730	21,219
Miscellaneous Programs	12,553	12,553	9,644
	187,731	187,731	183,331
Regent Center	151,677	151,677	142,315
Big and Little Development Center	563,335	563,335	535,117
Health and Fitness Center			
Administration	527,908	527,908	480,379
Fitness Passport Classes	83,338	83,338	61,283
Childcare	15,148	15,148	717
Personal Training	31,963	31,963	24,647
Programs and Camps	12,297	12,297	10,789
	670,654	670,654	577,815

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS**Recreation - Special Revenue Fund****Schedule of Expenditures - Budget and Actual - Continued****For the Fiscal Year Ended December 31, 2021**

	Budgeted Amounts		Actual Amounts
	Original	Final	
Culture and Recreation - Continued			
Programs - Continued			
Aquatics			
MCC Indoor Pool	\$ 249,163	249,163	231,466
Barefoot Bay	342,761	426,094	438,490
Barefoot Bay Concessions	110,042	110,042	96,397
Barefoot Bay Guards	319,410	236,077	222,150
Spray Parks	26,290	26,290	13,944
Diamond Lake Beach	29,645	29,645	19,542
Diamond Lake Beach Guards	27,236	27,236	7,980
Administration	115,213	115,213	109,579
	1,219,760	1,219,760	1,139,548
Recreation Connection			
Compensation and Benefits	157,504	157,504	154,042
Contracted Services	19,320	19,320	8,314
Operating Supplies/Equipment	30,555	30,555	19,942
	207,379	207,379	182,298
E-Learning Hub			
Compensation and Benefits	163,020	163,020	91,376
Contracted Services	3,125	3,125	23
Operating Supplies/Equipment	9,190	9,190	6,639
	175,335	175,335	98,038
Dunbar Recreation Center	250	250	23
Total Programs	3,567,617	3,567,617	3,200,814
Total Culture and Recreation	4,850,218	4,850,218	4,441,888

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS**Debt Service Fund****Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the Fiscal Year Ended December 31, 2021**

	Budgeted Amounts		Actual Amounts
	Original	Final	
Revenues			
Taxes			
Property Taxes	\$ 513,930	513,930	523,343
Interest	2,500	2,500	157
Total Revenues	516,430	516,430	523,500
Expenditures			
Debt Service			
Principal Retirement	430,000	430,000	430,000
Interest and Fiscal Charges	84,700	84,700	84,625
Total Expenditures	514,700	514,700	514,625
Net Change in Fund Balance	1,730	1,730	8,875
Fund Balance - Beginning			141,730
Fund Balance - Ending			150,605

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Capital Projects Fund

Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual

For the Fiscal Year Ended December 31, 2021

	Budgeted Amounts		Actual
	Original	Final	Amounts
Revenues			
Interest	\$ 120	120	130
Miscellaneous			
Developer Donations	150,000	150,000	129,974
Total Revenues	150,120	150,120	130,104
Expenditures			
General Government			
Contracted Services	18,500	18,500	18,665
Capital Outlay			
Equipment	248,500	248,500	286,720
Building	96,090	96,090	106,713
Land	282,550	282,550	54,877
Roadways	153,000	153,000	273,707
Debt Service			
Principal Retirement	—	—	52,207
Total Expenditures	798,640	798,640	792,889
Excess (Deficiency) of Revenues Over (Under) Expenditures	(648,520)	(648,520)	(662,785)
Other Financing Sources			
Debt Issuance	—	—	156,621
Transfers In	478,425	478,425	478,425
	478,425	478,425	635,046
Net Change in Fund Balance	(170,095)	(170,095)	(27,739)
Fund Balance - Beginning			452,731
Fund Balance - Ending			424,992

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS**Consolidated Year-End Financial Report
December 31, 2021**

CSFA #	Program Name	State	Federal	Other	Totals
586-18-0409	Child and Adult Care Food Program	\$ 6,471	—	—	6,471
	Other Grant Programs and Activities	—	—	229,278	229,278
	All Other Costs Not Allocated	—	—	9,339,035	9,339,035
	Totals	6,471	—	9,568,313	9,574,784

SUPPLEMENTAL SCHEDULE

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Long-Term Debt Requirements

General Obligation Limited Tax Bonds of 2016

December 31, 2021

Date of Issue	September 13, 2016
Date of Maturity	December 15, 2026
Authorized Issue	\$4,000,000
Denomination of Bonds	\$5,000
Interest Rates	2.00% to 3.00%
Interest Dates	June 15 and December 15
Principal Maturity Date	December 15
Payable at	Amalgamated Bank of Chicago

CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS

Fiscal Year	Requirements			Interest Due on			
	Principal	Interest	Totals	Jun 15	Amount	Dec 15	Amount
2022	\$ 445,000	71,250	516,250	2022	35,625	2022	35,625
2023	460,000	57,900	517,900	2023	28,950	2023	28,950
2024	475,000	44,100	519,100	2024	22,050	2024	22,050
2025	490,000	29,850	519,850	2025	14,925	2025	14,925
2026	505,000	15,150	520,150	2026	7,575	2026	7,575
	<u>2,375,000</u>	<u>218,250</u>	<u>2,593,250</u>		<u>109,125</u>		<u>109,125</u>

STATISTICAL SECTION (Unaudited)

This part of the annual comprehensive financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the District's overall financial health.

Financial Trends

These schedules contain trend information to help the reader understand how the District's financial performance and well-being have changed over time.

Revenue Capacity

These schedules contain information to help the reader assess the District's most significant local revenue sources.

Debt Capacity

These schedules present information to help the reader assess the affordability of the District's current levels of outstanding debt and the government's ability to issue additional debt in the future.

Demographic and Economic Information

These schedules offer demographic and economic indicators to help the reader understand the environment within which the District's financial activities take place.

Operating Information

These schedules contain service and infrastructure data to help the reader understand how the information in the District's financial report relates to the services the District provides and the activities it performs.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Net Position by Component - Last Ten Fiscal Years*

December 31, 2021 (Unaudited)

See Following Page

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Net Position by Component - Last Ten Fiscal Years* December 31, 2021 (Unaudited)

	2012	2013	2014
Governmental Activities			
Net Investment in Capital Assets	\$ 38,628,662	38,712,989	38,851,716
Restricted	937,686	975,337	1,034,778
Unrestricted	2,819,642	2,610,913	2,802,512
Total Governmental Activities Net Position	42,385,990	42,299,239	42,689,006

* Accrual Basis of Accounting

Data Source: District Records

2015	2016	2017	2018	2019	2020	2021
38,920,039	38,978,150	39,067,601	39,673,596	39,863,145	40,255,705	40,186,696
967,950	828,519	689,915	682,207	734,041	706,478	742,489
1,290,672	1,300,578	2,476,049	2,665,079	1,597,469	1,833,665	3,476,957
41,178,661	41,107,247	42,233,565	43,020,882	42,194,655	42,795,848	44,406,142

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Changes in Net Position - Last Ten Fiscal Years* December 31, 2021 (Unaudited)

	2012	2013	2014
Expenses			
Governmental Activities			
General Government	\$ 1,011,447	1,077,772	1,159,790
Culture and Recreation	7,205,791	7,534,393	7,413,443
Interest on Long-Term Debt	107,289	88,898	68,414
Total Governmental Activities Expenses	8,324,527	8,701,063	8,641,647
Program Revenues			
Governmental Activities			
Charges for Services			
General Government	1,478,250	1,338,865	1,334,487
Culture and Recreation	3,084,240	2,963,915	3,086,165
Capital Grants/Contributions	—	—	—
Operating Grants/Contributions	—	—	—
Total Governmental Activities Program Revenues	4,562,490	4,302,780	4,420,652
Net (Expenses) Revenues			
Governmental Activities	(3,762,037)	(4,398,283)	(4,220,995)
General Revenues and Other Changes in Net Position			
Governmental Activities			
Taxes			
Property Taxes	4,160,279	4,156,894	4,168,049
Intergovernmental			
Replacement Taxes	74,796	82,918	85,363
Interest	4,268	3,950	3,168
Miscellaneous	107,770	67,770	354,182
Total Governmental Activities	4,347,113	4,311,532	4,610,762
Changes in Net Position			
Governmental Activities	585,076	(86,751)	389,767

* Accrual Basis of Accounting

Data Source: District Records

2015	2016	2017	2018	2019	2020	2021
2,057,134	1,428,112	1,152,774	1,024,932	1,217,251	822,007	754,465
7,573,621	7,940,854	8,050,969	9,035,489	9,495,191	7,211,347	8,758,670
49,616	60,010	104,693	89,811	82,003	73,829	61,649
9,680,371	9,428,976	9,308,436	10,150,232	10,794,445	8,107,183	9,574,784
1,435,356	1,872,857	1,846,237	1,818,158	1,773,007	1,805,995	2,609,241
2,979,441	2,867,487	2,801,440	2,909,391	3,190,282	1,570,198	3,009,320
—	—	1,031,714	1,425,305	60,096	—	—
—	—	—	—	—	428,475	229,278
4,414,797	4,740,344	5,679,391	6,152,854	5,023,385	3,804,668	5,847,839
(5,265,574)	(4,688,632)	(3,629,045)	(3,997,378)	(5,771,060)	(4,302,515)	(3,726,945)
4,259,190	4,227,145	4,315,131	4,438,526	4,633,894	4,663,455	4,924,579
57,804	80,656	95,647	77,435	96,271	86,042	151,048
3,461	12,056	53,298	85,031	106,173	21,126	2,716
199,624	297,361	291,287	400,512	108,495	133,085	258,896
4,520,079	4,617,218	4,755,363	5,001,504	4,944,833	4,903,708	5,337,239
(745,495)	(71,414)	1,126,318	1,004,126	(826,227)	601,193	1,610,294

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS**Fund Balances of Governmental Funds - Last Ten Fiscal Years***
December 31, 2021 (Unaudited)

	2012	2013	2014
General Fund			
Nonspendable	\$ 38,561	50,435	43,781
Restricted	811,470	838,965	887,566
Assigned	—	—	—
Unassigned	1,403,625	910,423	961,873
Total General Fund	2,253,656	1,799,823	1,893,220
All Other Governmental Funds			
Nonspendable	13,715	11,782	16,719
Restricted	129,816	139,203	149,237
Committed	1,461,346	1,651,252	1,706,051
Assigned	—	87,614	174,221
Total All Other Governmental Funds	1,604,877	1,889,851	2,046,228
Total Governmental Funds	3,858,533	3,689,674	3,939,448

* Modified Accrual Basis of Accounting

Data Source: District Records

2015	2016	2017	2018	2019	2020	2021
56,612	49,982	40,832	55,396	70,531	57,032	62,280
816,894	707,825	565,677	525,205	560,436	520,689	533,444
—	—	55,225	55,225	55,225	55,058	54,885
1,226,151	1,547,221	1,964,892	2,355,971	2,091,912	1,787,711	2,423,328
2,099,657	2,305,028	2,626,626	2,991,797	2,778,104	2,420,490	3,073,937
17,550	17,517	18,725	13,292	80,870	2,225	15,115
152,386	154,226	128,909	161,348	177,618	189,295	212,014
1,340,741	1,224,884	1,170,954	1,293,951	1,346,422	1,297,119	1,611,207
380,833	4,593,352	1,471,279	875,632	191,318	452,731	424,992
1,891,510	5,989,979	2,789,867	2,344,223	1,796,228	1,941,370	2,263,328
3,991,167	8,295,007	5,416,493	5,336,020	4,574,332	4,361,860	5,337,265

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Changes in Fund Balances of Governmental Funds - Last Ten Fiscal Years* December 31, 2021 (Unaudited)

	2012	2013	2014
Revenues			
Taxes	\$ 4,235,075	4,239,812	4,253,412
Intergovernmental	—	—	—
Charges for Services	4,562,490	4,302,780	4,420,652
Interest	4,268	3,950	3,168
Interfund Service Charge	—	—	—
Miscellaneous	107,770	67,770	354,182
Total Revenues	8,909,603	8,614,312	9,031,414
Expenditures			
General Government	1,018,558	1,074,784	1,160,250
Culture and Recreation	6,386,875	6,401,640	6,784,807
Capital Outlay	290,637	830,903	315,366
Debt Service			
Principal	412,880	436,082	494,316
Interest and Fiscal Charges	108,887	89,667	69,220
Total Expenditures	8,217,837	8,833,076	8,823,959
Excess of Revenues Over (Under) Expenditures	691,766	(218,764)	207,455
Other Financing Sources (Uses)			
Debt Issuance	19,860	44,156	37,485
Disposal of Capital Assets	8,353	5,749	4,834
Premium on Debt Issuance	—	—	—
Transfers In	360,000	360,000	423,050
Transfers Out	(360,000)	(360,000)	(423,050)
	28,213	49,905	42,319
Net Change in Fund Balances	719,979	(168,859)	249,774
Debt Service as a Percentage of Noncapital Expenditures	6.5532%	6.3168%	6.7876%

* Modified Accrual Basis of Accounting

Data Source: District Records

2015	2016	2017	2018	2019	2020	2021
4,316,994	4,307,801	4,410,778	4,515,961	4,730,165	4,663,455	4,924,579
—	—	1,031,714	1,425,305	60,096	514,517	380,326
4,414,797	4,289,871	4,192,057	4,257,533	4,501,289	2,914,193	4,979,561
3,461	12,056	53,298	85,031	106,173	21,126	2,716
—	—	455,620	470,016	462,000	462,000	639,000
199,624	747,834	291,287	400,512	104,783	132,616	258,397
8,934,876	9,357,562	10,434,754	11,154,358	9,964,506	8,707,907	11,184,579
1,190,902	1,151,586	1,188,238	1,229,630	1,216,581	1,242,605	1,457,826
6,577,757	7,108,232	7,211,654	7,226,117	7,469,056	6,365,250	7,586,359
602,912	520,152	4,400,244	2,285,840	1,539,494	811,218	755,277
461,362	478,631	372,411	390,000	400,000	405,000	482,207
50,311	114,164	155,993	112,575	104,775	96,775	84,625
8,883,244	9,372,765	13,328,540	11,244,162	10,729,906	8,920,848	10,366,294
51,632	(15,203)	(2,893,786)	(89,804)	(765,400)	(212,941)	818,285
—	4,000,000	—	—	—	—	156,621
87	8,297	15,272	9,331	3,712	469	499
—	310,746	—	—	—	—	—
1,027,315	201,000	—	—	800,000	980,000	478,425
(1,027,315)	(201,000)	—	—	(800,000)	(980,000)	(478,425)
87	4,319,043	15,272	9,331	3,712	469	157,120
51,719	4,303,840	(2,878,514)	(80,473)	(761,688)	(212,472)	975,405
6.0763%	6.6925%	5.9242%	5.1030%	5.0644%	6.3311%	5.8300%

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS**Assessed Value and Actual Value of Taxable Property - Last Ten Fiscal Years
December 31, 2021 (Unaudited)**

Fiscal Year	Tax Levy Year	Residential Property	Farm
2012	2011	\$ 783,292,113	\$ 1,005,541
2013	2012	699,153,163	662,046
2014	2013	651,690,606	834,212
2015	2014	629,372,568	602,781
2016	2015	651,916,274	895,347
2017	2016	695,447,400	1,011,987
2018	2017	732,327,776	1,094,641
2019	2018	756,650,679	792,316
2020	2019	808,342,115	831,114
2021	2020	823,536,733	756,342

Data Source: Office of the County Clerk

Commercial Property	Industrial Property	Railroad Property	Total	Total Direct Tax Rate
\$ 138,043,567	\$ 73,305,531	\$ 1,531,436	\$ 997,178,188	0.4180
134,099,372	70,449,142	1,045,218	905,408,941	0.4600
130,105,653	67,750,747	1,262,040	851,643,258	0.4920
127,418,316	67,037,447	1,477,840	825,908,952	0.5145
127,596,524	67,220,379	1,782,241	849,410,765	0.5028
136,411,908	68,657,157	1,968,851	903,497,303	0.4780
142,744,668	72,844,693	1,626,209	950,637,987	0.4659
146,114,044	75,225,911	1,712,180	980,495,130	0.4735
151,780,015	76,908,039	1,725,474	1,039,586,757	0.4582
150,032,102	76,778,734	1,704,617	1,052,808,528	0.4640

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Direct and Overlapping Property Tax Rates - Last Ten Levy Years December 31, 2021 (Unaudited)

	2011	2012	2013
District Direct Rates			
Museum	0.0040	0.0020	0.0020
Audit	0.0010	0.0020	0.0020
Bonds	0.0510	0.0560	0.0600
Corporate	0.1320	0.1630	0.1810
IMRF	0.0370	0.0440	0.0450
Police Protection	0.0140	0.0080	0.0080
Recreation	0.0910	0.1010	0.1120
Recreation for Handicapped	0.0390	0.0290	0.0240
Social Security	0.0300	0.0350	0.0360
Tort	0.0190	0.0200	0.0220
Total Direct Rates	0.4180	0.4600	0.4920
Overlapping Rates			
County of Lake	0.5540	0.6080	0.6630
Village of Mundelein	1.3440	1.4810	1.5730
Road and Bridge Libertyville	0.0510	0.0570	0.0590
Fremont Public Library	0.3810	0.4300	0.4680
Ela Public Library	0.3560	0.3860	0.4090
Cook Memorial Public Library	0.2540	0.2820	0.3030
College of Lake County #532	0.2400	0.2720	0.2960
School District #70	2.5180	2.8390	2.9930
School District #73	2.5180	3.6780	3.9970
School District #75	3.3060	4.4760	4.9560
School District #76	3.8420	4.0980	4.4420
School District #79	3.3370	3.2670	3.5210
High School #120	2.9370	2.4390	2.6450
High School #125	2.1650	2.7510	2.9890
High School #128	2.4650	2.5800	2.9190
Lake County Forest Preserve	2.3990	0.2120	0.2180
Central Lake County Joint Action Water Agency	0.2010	0.0520	0.0550
Township of Ela	0.0470	0.0880	0.1000
Township of Libertyville	0.0990	0.0650	0.0690
Township of Fremont	0.0600	0.1180	0.1260
Township of Vernon	0.1180	0.0600	0.0650
Road and Bridge Vernon	0.0570	0.0260	0.0270
Special Road Improvement Vernon Gravel	0.0240	0.0200	0.0130
Countryside Fire Protection District	0.0110	0.5520	0.5970
Special Road Improvement Ela	0.4950	0.0300	0.0460
Road and Bridge Ela	0.0420	0.0030	0.0030
Road and Bridge Fremont	0.0090	0.0320	0.0330
Special Road Improvement Fremont Gravel	0.1380	0.1100	0.1190
Representative Tax Rate (Fremont Township)	9.4480	10.6900	11.6440

Data Source: Office of the County Clerk

Note: Rates are per \$1,000 of Assessed Value

2014	2015	2016	2017	2018	2019	2020
0.0013	—	—	0.0001	0.0001	0.0001	0.0001
0.0018	0.0018	0.0017	0.0016	0.0016	0.0015	0.0006
0.0604	0.0589	0.0552	0.0533	0.0519	0.0487	0.0493
0.1931	0.1945	0.1936	0.1875	0.1903	0.1871	0.1871
0.0460	0.0458	0.0426	0.0383	0.0326	0.0305	0.0323
0.0079	0.0059	0.0055	0.0054	0.0056	0.0052	0.0063
0.1181	0.1164	0.1106	0.1077	0.1099	0.1076	0.1108
0.0242	0.0200	0.0188	0.0179	0.0280	0.0289	0.0294
0.0387	0.0370	0.0288	0.0333	0.0331	0.0310	0.0313
0.0230	0.0225	0.0212	0.0208	0.0204	0.0176	0.0168
0.5145	0.5028	0.4780	0.4659	0.4735	0.4582	0.4640
0.6825	0.6628	0.6320	0.6220	0.6117	0.5968	0.5980
1.6163	1.5711	1.5632	1.5590	1.4194	1.4260	1.4610
0.0642	0.0626	0.0599	0.0590	0.0588	0.0591	0.0609
0.4893	0.4835	0.4573	0.3580	0.3568	0.3545	0.3581
0.4100	0.3984	0.3815	0.3714	0.3185	0.3194	0.3219
0.3122	0.3035	0.2894	0.2840	0.0284	0.2834	0.2857
0.3061	0.2994	0.2854	0.2810	0.2819	0.2815	0.2897
3.0785	3.0457	2.8867	2.8100	2.8152	2.8554	2.9492
4.1175	4.0331	3.8708	3.8250	3.8470	3.7402	3.8514
5.2405	5.1409	4.9116	4.7980	4.7856	4.6291	4.6700
4.7370	4.8713	4.6799	4.5670	4.5799	4.4836	4.5969
3.6065	3.5143	3.2980	3.2090	3.1761	3.1968	3.2371
2.8282	2.7713	2.6203	2.5520	2.5431	2.4886	2.5115
3.0487	3.0043	2.8576	2.8620	2.8883	2.8715	2.9831
2.6866	2.7319	2.5318	2.4940	2.5021	2.5125	2.6034
0.2100	0.2079	0.1929	0.1870	0.1820	0.1798	0.1818
0.0559	0.0541	0.0458	0.0410	—	—	—
0.1004	0.0985	0.0950	0.0408	0.0936	0.0942	0.0957
0.0701	0.0683	0.0645	0.0600	0.0634	0.0636	0.0657
0.1273	0.1236	0.1155	0.1100	0.1065	0.1040	0.1025
0.0663	0.0644	0.0611	0.0560	0.0550	0.0531	0.0542
0.0269	0.0257	0.0243	0.0220	0.0207	0.0180	0.0184
0.0200	0.0199	0.0190	0.0220	0.0200	0.0200	0.0200
0.6129	0.5984	0.5699	0.5623	0.5637	0.5656	0.5934
0.0451	0.0448	0.0429	0.0421	0.0424	0.0426	0.0429
0.0029	0.0029	0.0027	0.0097	0.0098	0.0027	0.0027
0.0322	0.0317	0.0276	0.0270	0.0254	0.0251	0.1444
0.1249	0.1229	0.1188	0.1170	0.1173	0.1177	0.1208
12.2277	11.9761	11.4525	11.1210	10.6498	10.6632	10.8978

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Principal Property Tax Payers - Current Fiscal Year and Nine Fiscal Years Ago December 31, 2021 (Unaudited)

Taxpayer	Type of Business	2021*			2012		
		Taxable Assessed Value	Rank	Percentage of Total District Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total District Taxable Assessed Value
Park Butterfield Apt Associates, LLC	Commercial Properties - Apartments	\$ 13,706,933	1	1.30%	\$ 8,694,463	2	0.87%
Medline Industires	Hospital Supplies	7,206,169	2	0.68%			
Sysmex America Inc.	Medical Products	5,135,020	3	0.49%			
Mundelein 83, LLC	Commercial Properties	4,066,807	4	0.39%	7,551,457	3	0.76%
Centro Bradley Long Meadow LLC	Commercial Retail	3,872,478	5	0.37%	4,794,726	5	0.48%
Townline Retail Investment LLC	Commercial Retail	3,209,401	6	0.30%			
Target Corporation	Department Store	3,102,000	7	0.29%	3,635,758	6	0.36%
JEH Ltd. Partnership	Commercial Retail	2,846,742	8	0.27%	2,961,991	7	0.30%
Hickory Walnut LLC	Apartment Buildings	2,789,143	9	0.26%	2,912,657	8	0.29%
Paul R Binder	Commercial Retail	2,442,857	10	0.23%			
1200 Townline Rd. Associates	Real Estate Agents and Managers				10,162,564	1	1.02%
Oak Creek Plaza, LLC	Commercial Retail				5,123,935	4	0.51%
Northfield Block Company	Industrial				2,809,899	9	0.28%
Home Depot USA	Home Improvement				2,683,073	10	0.27%
		<u>48,377,550</u>		<u>4.58%</u>	<u>51,330,523</u>		<u>5.14%</u>

Data Source: Village of Mundelein Annual Comprehensive Financial Report

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Property Tax Levies and Collections - Last Ten Fiscal Years December 31, 2021 (Unaudited)

Fiscal Year	Tax Levy Year	Taxes Levied for the Fiscal Year	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
			Amount	Percentage of Levy		Amount	Percentage of Levy
2012	2011	\$ 4,168,205	\$ 4,158,718	99.77%	\$ —	\$ 4,158,718	99.77%
2013	2012	4,164,881	4,156,857	99.81%	—	4,156,857	99.81%
2014	2013	4,190,085	4,168,050	99.47%	—	4,168,050	99.47%
2015	2014	4,249,450	4,236,257	99.69%	—	4,236,257	99.69%
2016	2015	4,271,967	4,227,145	98.95%	—	4,227,145	98.95%
2017	2016	4,320,845	4,308,580	99.72%	—	4,308,580	99.72%
2018	2017	4,429,878	4,429,878	100.00%	—	4,429,878	100.00%
2019	2018	4,643,330	4,633,549	99.79%	—	4,633,549	99.79%
2020	2019	4,763,251	4,663,455	97.90%	38,041	4,701,496	98.70%
2021	2020	4,886,538	4,886,538	100.00%	—	4,886,538	100.00%

Data Source: Office of the County Clerk and Audited Annual Comprehensive Financial Reports for the District

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Ratios of Outstanding Debt by Type - Last Ten Fiscal Years December 31, 2021 (Unaudited)

Fiscal Year	Governmental Activities			Total Primary Government	Percentage of Personal Income (1)	Per Capita (1)
	Capital Leases	General Obligation Bonds	Installment Contracts			
2012	\$ —	\$ 2,120,000	\$ 41,161	\$ 2,161,161	0.21%	\$ 69.57
2013	—	1,710,000	59,235	1,769,235	0.17%	56.95
2014	—	1,280,000	32,404	1,312,404	0.13%	42.25
2015	—	835,000	16,042	851,042	0.08%	27.40
2016	—	4,594,390	2,411	4,596,801	0.45%	147.98
2017	—	4,201,951	—	4,201,951	0.41%	135.27
2018	—	3,789,512	—	3,789,512	0.37%	100.55
2019	—	3,367,073	—	3,367,073	0.33%	89.34
2020	—	2,939,634	—	2,939,634	0.29%	78.00
2021	104,414	2,487,195	—	2,591,609	0.21%	82.12

Note: Details regarding the District's outstanding debt can be found in the notes to the financial statements.

(1) See the Schedule of Demographic and Economic Statistics for personal income and population data.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS**Ratio of Net General Obligation Debt to Equalized Assessed Value and Net General Obligation Bonded Debt Per Capita - Last Ten Fiscal Years****December 31, 2021 (Unaudited)**

Fiscal Year	General Obligations Bonds	Less: Amounts Available for Debt Service	Totals	Total Taxable Assessed Value of Property (1)	Per Capita (2)
2012	\$ 2,120,000	\$ 126,216	\$ 1,993,784	0.20%	\$ 64.18
2013	1,710,000	136,372	1,573,628	0.17%	50.66
2014	1,280,000	147,212	1,132,788	0.13%	36.47
2015	835,000	151,053	683,947	0.08%	22.02
2016	4,594,390	120,677	4,473,713	0.53%	144.02
2017	4,201,951	124,238	4,077,713	0.45%	131.27
2018	3,789,512	134,273	3,655,239	0.38%	96.99
2019	3,367,073	142,946	3,224,127	0.33%	85.55
2020	2,939,634	138,224	2,801,410	0.27%	74.33
2021	2,487,195	147,636	2,339,559	0.22%	74.13

Note: Details regarding the District's outstanding debt can be found in the notes to the financial statements.

(1) See the Schedule of Assessed Value and Actual Value of Taxable Property for property value data.

(2) See the Schedule of Demographic and Economic Statistics for population data.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Schedule of Direct and Overlapping Governmental Activities Debt December 31, 2021 (Unaudited)

Governmental Unit	Gross Debt	Percentage of Debt Applicable to District (1)	District's Share of Debt
District	\$ 2,591,609	100.000%	\$ 2,591,609
Overlapping Debt			
Village of Mundelein	36,200,000	99.806%	36,129,772
Fremont Public Library	—	57.186%	—
Ela Public Library	—	1.501%	—
Village of Vernon Hills	31,595,000	0.001%	316
College of Lake County #532	41,370,000	4.060%	1,679,622
School District #70	9,400,000	0.054%	5,076
School District #73	88,836,133	15.269%	13,564,389
School District #75	10,202,000	99.819%	10,183,534
School District #76	10,505,000	58.498%	6,145,215
School District #79	5,660,000	30.580%	1,730,828
High School District #120	7,165,000	64.342%	4,610,104
High School District #125	37,245,000	1.504%	560,165
High School District #128	—	1.570%	—
Lake County Forest Preserve	181,865,000	3.866%	7,030,901
Lake County	168,720,000	3.866%	6,522,715
Central Lake County Joint Action Water Agency	—	10.653%	—
Countryside Fire Protection District	2,140,000	6.255%	133,857
Total Overlapping Debt	630,903,133		88,296,494
Total Direct and Overlapping Debt	633,494,742		90,888,103

Data Source: Lake County Tax Extension Department

(1) Determined by ratio of assessed valuation of property subject to taxation in the District to valuation of property subject to taxation in overlapping unit.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Legal Debt Margin - Last Ten Fiscal Years

December 31, 2021 (Unaudited)

See Following Page

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS**Legal Debt Margin - Last Ten Fiscal Years
December 31, 2021 (Unaudited)**

	2012	2013	2014	2015
Equalized Assessed Valuation	\$ 997,178,188	905,408,941	851,643,258	825,908,952
Bonded Debt Limit - 2.875% of Assessed Value	28,668,873	26,030,507	24,484,744	23,744,882
Amount of Debt Applicable to Limit	2,120,000	1,710,000	1,280,000	835,000
Legal Debt Margin	26,548,873	24,320,507	23,204,744	22,909,882
Percentage of Legal Debt Margin to Bonded Debt Limit	92.61%	93.43%	94.77%	96.48%
Non-Referendum Legal Debt Limit - .575% of Assessed Value	5,733,775	5,206,101	4,896,949	4,748,976
Amount of Debt Applicable to Limit	2,120,000	1,710,000	1,280,000	835,000
Legal Debt Margin	3,613,775	3,496,101	3,616,949	3,913,976
Percentage of Legal Debt Margin to Bonded Debt Limit	63.03%	67.15%	73.86%	82.42%

Data Source: District Records

2016	2017	2018	2019	2020	2021
849,410,765	903,497,303	950,637,987	980,495,130	1,039,586,757	1,052,808,528
24,420,559	25,975,547	27,330,842	28,189,235	29,888,119	30,268,245
4,370,000	4,000,000	3,610,000	3,210,000	2,805,000	2,375,000
20,050,559	21,975,547	23,720,842	24,979,235	27,083,119	27,893,245
82.11%	84.60%	86.79%	88.61%	90.61%	92.15%
4,884,112	5,195,109	5,466,168	5,637,847	5,977,624	6,053,649
4,370,000	4,000,000	3,610,000	3,210,000	2,805,000	2,375,000
514,112	1,195,109	1,856,168	2,427,847	3,172,624	3,678,649
10.53%	23.00%	33.96%	43.06%	53.08%	60.77%

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS**Demographic and Economic Statistics - Last Ten Fiscal Years
December 31, 2021 (Unaudited)**

Fiscal Year	Population	Total Personal Income	Per Capita Personal Income	Unemployment Rate
2012	31,064	\$ 1,025,267,000	\$ 33,005	8.40%
2013	31,064	1,025,267,000	33,005	7.80%
2014	31,064	1,025,267,000	33,005	6.80%
2015	31,064	1,025,267,000	33,005	4.30%
2016	31,064	1,025,267,000	33,005	5.50%
2017	31,064	1,025,267,000	33,005	4.40%
2018	37,687	1,025,267,000	33,005	3.90%
2019	37,687	1,025,267,000	33,005	3.90%
2020	37,687	1,025,267,000	33,005	14.70%
2021	31,560	1,216,259,000	38,538	5.30%

Data Source: Village of Mundelein Annual Comprehensive Financial Report

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Principal Employers - Current Fiscal Year and Nine Fiscal Years Ago December 31, 2021 (Unaudited)

Employer	Type of Business	2021*			2012		
		Employees	Rank	Percentage of Total District Population	Employees	Rank	Percentage of Total District Population
Medline Industries	Hospital Supplies	1,000	1	3.17%	1,200	1	3.86%
Amcor Flexibles Healthcare, Inc.	Flexible Polyethylene Packaging	350	2	1.11%	350	3	1.13%
Accurate Transmissions	Remanufactured Transmissions	320	3	1.01%			
Ruprecht Company	Meat Processing	250	4	0.79%			
Macleam Fogg Co.	Industrial Fasteners (Plants and Offices)	240	5	0.76%			
University of St. Mary of the Lake	Seminary/School for Priesthood	220	6	0.70%	220	5	0.71%
Mundelein Elementary School #75	Public Elementary School	220	7	0.70%	213	6	0.69%
Mundelein High School #120	Public High School	210	8	0.67%	211	7	0.68%
Village of Mundelein	Village Government	185	9	0.59%	183	8	0.59%
Carter Hoffman Co.	Food Service Equipment	110	10	0.35%			
Mundelein Park District	Recreation District				422	2	1.36%
Fremont School District #79	Public Elementary School				287	4	0.92%
Dominick's	Supermarket				180	9	0.58%
Washburn International	Guitars and Guitar Parts				180	10	0.58%
Totals		<u>3,105</u>		<u>9.85%</u>	<u>3,446</u>		<u>11.10%</u>

Data Source: Village of Mundelein Annual Comprehensive Financial Report

*Most recent Village of Mundelein Annual Comprehensive Financial Report

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Governmental Employees by Function - Last Ten Fiscal Years December 31, 2021 (Unaudited)

Function	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Administration	7	8	8	13	9	11	10	10	11	14
Golf Operations	51	48	48	49	51	49	27	46	40	52
Park Operations	20	20	20	32	28	22	48	24	23	28
Recreation	372	398	367	375	401	387	360	355	239	295
	450	474	443	469	489	469	445	435	313	389

Data Source: District Records

The figures represent the number of employees on payroll during the year. Employee turnover and work schedules affect the employee count. Multiple employees may be used to staff a single position.

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

**Operating Indicators by Function/Program - Last Ten Fiscal Years
December 31, 2021 (Unaudited)**

See Following Page

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS**Operating Indicators by Function/Program - Last Ten Fiscal Years
December 31, 2021 (Unaudited)**

Function/Program	2012	2013	2014
Program Registrations			
Adult Athletic Leagues	84	87	69
Early Childhood- Learning Center	947	914	849
Youth Programs	1,872	1,671	1,658
Rec Connection	159	174	180
Aquatics Programs	1,220	1,040	950
Regent Center	495	502	456
Adult Programs	1,113	1,410	1,379
Special Events	3,502	3,960	3,464
Big & Little Development Center	80	76	76
Golf Rounds	24,928	22,755	22,315
Memberships/Season Passes			
Barefoot Bay Aquatic Center, Diamond Lake & Combo	3,196	2,242	1,813
Health and Fitness Center	1,039	1,074	1,180
Facility Rentals			
Regent Center	48	56	42
Chalet	63	62	64
Shelters	73	103	116
Dunbar	—	—	—

Data Source: Various District Departments

2015	2016	2017	2018	2019	2020	2021
44	42	47	32	25	22	24
692	527	776	447	771	126	823
2,003	1,793	1,168	1,257	1,619	1,104	2,324
167	172	165	182	212	205	138
884	566	592	647	563	352	1,076
462	425	404	404	—	—	829
1,293	1,139	1,004	1,250	1,282	680	517
3,433	4,012	6,723	6,527	6,969	2,609	2,619
71	64	67	91	103	87	109
24,145	24,019	23,080	21,832	21,322	23,181	31,183
1,371	1,627	1,923	2,021	1,759	—	2,392
1,180	1,220	1,110	1,900	2,400	1,360	1,554
56	50	78	53	57	4	35
62	43	26	—	—	—	—
101	116	113	106	79	59	68
—	—	—	37	172	238	294

MUNDELEIN PARK AND RECREATION DISTRICT, ILLINOIS

Capital Asset Statistics by Function/Program - Last Ten Fiscal Years December 31, 2021 (Unaudited)

Function/Program	2012	2013	2014
Parks			
Owned Acreage	714	731	731
Number of Parks	33	33	33
Facilities (Number of)			
Playgrounds	23	23	23
Outdoor Swimming Facilities	2	2	2
Splash Park	1	1	1
18 Hole Golf Course	1	1	1
Outdoor Skating Rinks	2	2	2
Football Fields	1	1	1
Tennis Courts	16	16	16
Picnic Areas	13	13	13
Indoor Basketball Courts	2	2	2
Outdoor Basketball Courts	11	11	11
Frisbee Golf	3	3	3
Concession Stands	3	3	3
Baseball Fields	19	19	19
Volleyball Courts	1	1	1
Soccer Fields	2	2	2
Parking Lots	17	17	17
Drinking Fountains	4	4	4
Shelters	10	10	10
Ponds/Wetlands	9	9	9
Boat Launch	1	1	1
Facilities			
Community Center			
Barefoot Bay Aquatic Facility			
Diamond Lake Recreation Facility			
Dunbar Recreation Center			
Dance Studio Kracklauer Park			
Heritage Museum			
Steeple Chase Golf Club Facility			

Data Source: Various District Departments

2015	2016	2017	2018	2019	2020	2021
731	731	731	732	736	735	735
33	33	33	33	33	34	34
23	23	23	23	24	24	24
2	2	2	2	2	2	2
1	1	1	1	1	1	1
1	1	1	1	1	1	1
2	2	2	1	1	1	1
1	1	1	1	1	1	1
16	16	16	13	12	12	12
13	13	13	13	13	13	13
2	2	2	3	3	3	3
11	11	11	11	12	12	12
3	3	3	2	2	2	2
3	3	3	3	3	3	3
19	19	19	19	19	19	19
1	1	1	2	2	2	2
2	2	2	2	2	2	2
17	17	17	17	17	17	17
4	4	4	4	4	4	4
10	10	10	10	10	10	10
9	9	9	9	9	9	9
1	1	1	1	1	1	1



BOARD MEMORANDUM

May 9, 2022 Regular Board Meeting Agenda Item

To: Board of Commissioners
From: Ron Salski, Executive Director
Date: May 5, 2022
Subject: Approve of Donation Program – Park Amenities or Features – Section 4.33

Background

The District is going through a comprehensive review of its Administration Policy Manual. The Mundelein Parks Foundation has been meeting frequently and finding opportunities to attract more donors who can celebrate occasions while assisting the District with park amenities or features. In years past, the District coordinated a donation program focused mainly on Memorial Trees.

Analysis/Considerations

The Mundelein Parks Foundation Trustees developed an idea for donors to celebrate occasions by donating specific park amenities or features besides trees. These park amenities or features can range from \$50 to a significant value. However, the Trustees realize the Foundation does not have the authority and requests Board approval to collaborate with the District on a donation program.

4.33 Donation Program – Park Amenities or Features

The Board of Commissioners recognizes the need of its residents for celebrating special park and recreation amenities and/or features. Persons wishing to celebrate a special event, such as a wedding anniversary, birth date or memorial to a loved one or relative may do so by having a choice of donating such items as trees, benches, recycling/trash receptacles, lighting, playgrounds, fencing, picnic tables, drinking fountains or other permanent amenities based upon their wishes or suggestions of the District. The Mundelein Park & Recreation District will allow the Mundelein Parks Foundation to coordinate a donation program for park amenities or features with final approval by Executive Director.

Recommendation

Mundelein Parks Foundation Trustees and Executive Director Salski recommend approving Section 4.33.

Action and Motion Requested

Move to approve Section 4.33 in the Administration Policy Manual.



BOARD MEMORANDUM

May 9, 2022 Regular Board Meeting Agenda Item

To: Board of Commissioners
From: Ron Salski, Executive Director
Date: May 5, 2022
Subject: Approve of Mundelein Parks Foundation - Membership Program – Section 4.34

Background

The District is going through a comprehensive review of its Administration Policy Manual. The Mundelein Parks Foundation has been meeting frequently and finding opportunities to attract more donors.

Analysis/Considerations

The Mundelein Parks Foundation Trustees developed an idea for donors and requesting approval by the Board of Commissioners allowing the District to donate passes, discounts and/or invites to events when a donor purchases a specific Foundation Membership. However, the Trustees realize the Foundation does not have the authority and requests Board approval to collaborate with the District on a Foundation Membership Program.

4.34 Mundelein Parks Foundation - Membership Program

The Board of Commissioners recognizes the need of its residents who need financial aid. The Foundation may provide funding for district-wide capital projects, park amenities and more. The Mundelein Park & Recreation District will grant donations such as passes, discounts and invites to events for a Mundelein Parks Foundation Membership Program as long as there is limited financial and facility and capacity impact on the District. The donations will be granted to the Mundelein Parks Foundation with final approval by Executive Director.

Recommendation

Mundelein Parks Foundation Trustees and Executive Director Salski recommend approving Section 4.34.

Action and Motion Requested

Move to approve Section 4.34 in the Administration Policy Manual.



BOARD MEMORANDUM

May 9, 2022 Regular Board Meeting Agenda Item

To: Board of Commissioners
From: Ron Salski, Executive Director
Date: May 5, 2022
Subject: Approve of Administration Policy Manual

Background

On April 11, the Board discussed a draft copy of the revised Administration Manual. Over the past month, staff, Executive Director Salski and Commissioner Ortega have reviewed the document more intently and factored in questions from Board Members, Foundation Trustee recommendations for certain sections and staff input.

Analysis/Considerations

A final Administration Policy Manual is provided in your white binder. Any word, verbiage and/or section deleted and/or revised have a strikethrough while additions are listed in red.

Commissioner McGrath had questions about business and/or rental owners/residents receiving resident rates. Business/residential owners and renters receive resident rates for programs, memberships, rentals and facilities. Employees who work within District boundaries and who are a nonresident do not receive resident rates. Village and School District 75 and 120 employees receive resident rates for health and fitness center memberships only. This occurs because of an Intergovernmental Agreement.

Recommendation

Staff recommends approving the Administration Manual as attached.

Action and Motion Requested

Move to approve the Administration Manual as presented and attached.



BOARD MEMORANDUM

May 9, 2022 Regular Board Meeting Agenda Item

To: Board of Commissioners
From: Ron Salski, Executive Director
Date: May 5, 2022
Subject: Approve of Job Descriptions

Background

An annual review of job descriptions is usually held in December that focuses on titles, qualifications, and essential and marginal functions. However, the District has embarked on a comprehensive review of Job Descriptions. Staff has been revising job descriptions over one year making sure the information is accurate, format is consistent and procedures are followed when making revisions. Staff has reformatted all the job descriptions to provide consistent font, style, sections and verbiage.

Prior to any approval, job descriptions are developed by staff and approved by the Board.

Analysis/Considerations

Some positions have different qualifications, essential and marginal functions pending the specific position.

All positions were approved as part of the budget and/or collective bargaining process. Additionally, there are new qualifications for all full-time to be AED, CPR and First-Aid certified. Our goal is to have all part-time and full-time employees certified. However, part-time staff certification is a longer process and needs more planning and training.

All part-time and full-time job descriptions are included in the white binder.

Recommendation

Staff recommends approving the Job Descriptions as included in the binder.

Action and Motion Requested

Move to approve Job Descriptions as presented and included in the binder.

Mundelein Park & Recreation District Job Description

Job Title: Executive Director
Department: Administration
Supervisor: Board of Commissioners
Classification: Full Time - Exempt

Summary

Appointed by the Board of Commissioners, the Executive Director serves as the Chief Executive Officer for the District. He/she is responsible for the overall administration and operation of the Park District.

Qualifications – Education, Experience and Training

Ability to administer all functions of the Park District as required by the Board. Five to seven years of responsible administrative or supervisory experience in the field of parks and recreation. Experience as an Executive Director preferred. Possess working knowledge of park district laws and legislation, finances, and personnel administration. Attention to detail, problem-solving expertise, and the ability to articulate well in both verbal and written form. Graduation from a college or university with a degree in park and recreation administration, business, park management or related field. Possess working knowledge of computer programs. Certified Park & Recreation Professional preferred. Valid State of Illinois driver's license. CPR, First Aid and AED Certification required within six months.

Duties and Responsibilities

A. Essential Functions

- Supervise the work of the Park District in accordance with the general policies established by the Board of Commissioners.
- Attend all meetings of the Board, shall be a member of all committees and shall attend all meetings of the same, except when his/her own appointment, efficiency, contract, or salary is being considered.
- Develop long-range plans and strategies to ensure the Park District's long-term viability and success.
- Advise the Board on recommendations for the advancement of parks and recreation.
- He/she shall have responsibility for the recommendations of park and recreation policies, plans, and programs; and otherwise prepare, or cause to be prepared, and present facts and explanations necessary to assist the Board in its duty of legislation for the parks.
- See that all-constitutional or statutory laws or state regulations governing the parks, and all rules and regulations of the Board are effectively carried out.
- Direct the preparation of the annual budget and tax levy for its adoption by the Board and shall administer the budget as enacted by the Board, acting at all times in accordance with legal requirements and the adopted policies of the Board.
- Hire, train and evaluate administrative personnel, including department heads and create an environment for success.
- Serve as official spokesperson for the Park District.

**Mundelein Park and Recreation District
Job Description**

Job Title: Administrative Assistant
Department: Administration
Supervisor: Executive Director
Status of Employment: Part-Time: Non-Exempt - Hourly

Summary

Coordinate and perform administrative and clerical assistance mostly to Executive Director Board of Commissioners. There are additional responsibilities to assist other department and employees under the direction and discretion of the Executive Director. Hours are flexible and 20-30 hours per week.

Qualifications – Education, Experience and Training

High School Degree or G.E.D. required. College graduate preferred. Minimum five (5) years of clerical and/or administrative assistance. Must exhibit strong verbal and written communication skills as well as strong facilitation/presentation skills with a focus on providing excellent customer service to both internal and external customers. Experience within a park district or municipality setting preferred. Extensive job knowledge associated with administrative tasks of park and recreation organizations. Highly proficient with Microsoft Office and other office software related to planning and surveys. CPR, First Aid and AED Certification required within six months of employment.

Duties and Responsibilities

A. Essential Functions

- Gain knowledge and understanding of District policies and procedures and adhere to them at all times.
- Maintain and coordinate all policies and procedures.
- Maintain security of confidential files and records.
- Compile and input data for reports and budget documents.
- Create and/or update, assemble and update agendas, letters, minutes, charts, reports, forms, lists and/or ordinances/resolutions.
- Update and maintain administrative files and central filing system.
- Answer, screen, log and route messages and correspondence accordingly.
- Create and post agendas for meetings to include but not limited to: committee of whole, board of commissioners, special meetings, adjourned meetings, public meetings, employee meetings, etc.
- Assist with the filing of county, state and federal reports with respective agencies as required by law.
- Coordinate and process travel arrangements for board members and director.
- Attend pertinent departmental/park district meetings and in-house training sessions.
- Sort and distribute mail to Business Services and other departments.
- Conduct self-according to the policies and procedures as established by the park district.
- Participate in park district safety and training program to ensure that work performed and services provided are implemented in a safe manner.
- Assist Planning, Development and Administration Manager letters and mailings.
- Perform other related duties as assigned.

B. Marginal Functions

- Assist staff in the performance of their duties.
- Serve on in-house committees and attend seminars and training workshops.
- Coordinate Distinguished Accreditation.
- Understand and use basic current computer operating systems and job-related software applications.
- Operate office equipment including calculator, computer, copier and miscellaneous small office equipment.
- Maintain and control access to confidential files.
- Communicate effectively both verbally and in writing.
- Provide good customer service internally to fellow staff and externally to customers and associates.
- Code Recreation and Park and Facility Maintenance invoices.

Considerations

A. Psychological Considerations

- Effectively under stress of deadlines and complaints.
- Independent.
- Under supervision and direction of supervisor(s).
- Cooperatively with fellow staff, general public, contractors, community groups, and media in a proper manner.
- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must be able to work with other members of senior management and a publicly elected Board of Park Commissioners.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

B. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

C. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

**Mundelein Park and Recreation District
Job Description**

Job Title: Accounts Payable Specialist
Department: Administration
Supervisor: Business Services Manager
Classification: Part-Time-Non-Exempt-Hourly

Summary

Perform accounts payable and clerical duties related to preparing and processing invoices for timely payment.

Qualifications

High School Degree or G.E.D. required. College graduate preferred. One to three years accounts payable or data entry experience preferred. Working knowledge of Microsoft Office programs. General math skills. High degree of accuracy and attention to detail.

Duties and Responsibilities

A. Essential Functions

- Prepare and enter invoices into the financial system.
- Ensure payments are made in a timely manner to avoid late fees.
- Monitor and take advantage of discount opportunities offered by vendors.
- Verify and maintain vendor accounts.
- Maintain a high level of accuracy and efficiency.
- Reconcile monthly statements and follow up with outstanding issues.
- Communicate timely and professionally with vendors and internal staff, both verbally and in writing.
- Maintain electronic and/or paper file systems for accounts payable vouchers.
- Understand and use computer operating systems and job-related software applications.
- Perform the job safely and in compliance with Park District policies, procedures, work and safety rules, and the employee handbook.
- Demonstrate good customer service skills with the ability to problem solve vendor or participant inquiries.
- Maintain a clean and organized work environment.
- Attend pertinent departmental/park district meetings and in-house training sessions.
- Prepare and file 1099's
- Perform other related duties as assigned.

B. Marginal Functions

- Troubleshoot accounts payable problems.
- Complete charge account applications for Park District vendors
- Archive accounts payable documents
- Write and update accounts payable procedures.
- Assist with the internal audit of accounts payable.
- Cooperate with the auditors and provide information as requested

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees. Employee must work effectively under deadlines in a variety of environments and elements. Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult decisions without emotion and based on fact. Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl. May occasionally be required to lift and/or move up to 40 to 50 pounds.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

C. Environmental Considerations

- Employee may be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.
- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures. Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job. Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspects of the position.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required. Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check. Submit proof of date of birth.
- Provide a copy of driver's license. Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing. Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District

Job Description

Job Title: IT Support Specialist
Department: Administration
Supervisor: Superintendent of Business Services & Technology
Classification: Part-Time: Non-Exempt Hourly

Summary

Responsible for improving the end user experience by providing first-level IT support, maintaining Intranet content, and developing and maintaining electronic workflow solutions and fillable forms. Works closely with third party support services.

Qualifications – Education, Experience and Training

High School Degree or G.E.D required. College graduate preferred. Working knowledge of Microsoft Windows and Office programs. One to three years of experience with end user support and/or development of fillable forms or entry level applications. Experience with WordPress and Gravity Forms preferred. Willingness to learn new systems and stay abreast of new technology. Excellent problem solving and communication skills.

Duties and Responsibilities

A. Essential Functions

- Provide day to day end user technical support for general PC, software, and printer issues.
- Maintain and update content on the District's Intranet using WordPress
- Create fillable forms and electronic workflow processes using products such as Gravity Forms, Gravity Flow, Adobe, Google forms, and app development programs.
- Set up and deploy new computers.
- Set up new user accounts and maintain existing accounts.
- Perform general administrator functions such as resetting passwords.
- Assist with IT tasks needed for opening of seasonal facilities.
- Maintain computer inventory, replacement schedule, and warranty information.
- Serve as a frontline resource for phone, server, or internet outages.
- Compile and maintain a catalog of software licenses.
- Research and recommend desktop hardware, software, and peripherals.
- Work closely with the District's third-party IT service provider.
- Provide good customer service internally to fellow staff.
- Perform other related duties as assigned.

B. Marginal Functions

- Research possible new software/applications.
- Update the MPRD website content.
- Provide software/hardware training as needed.
- Work with software vendors as needed.

Considerations

A. Psychological Considerations

- Employee must be able to maintain a positive working relationship with other employees.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments.
- Employee must be able to work independently.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, feel or operate objects, tools, or controls and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

C. Environmental Considerations

- Employee may be occasionally in and out of controlled temperatures throughout the day.
- Employee may be occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Employee may be occasionally at job sites where dust, pollens, molds, etc. may be present.
- Employee may be occasionally in repetitive work (i.e. computer keyboard, writing, hand).

D. Cognitive Considerations

- Employee must have the ability to communicate in English, both verbally and in writing.
- Employee must use good safety awareness and judgment in all aspect of the position.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must be able to follow step by step procedures and obtain appropriate end results.
- Employee must be able to exhibit good problem-solving abilities.
- Employee must be able to make judgments with respect to confidentiality of information.

E. Safety Consideration

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District

Revised: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Risk Manager
Department: Administration
Supervisor: Human Resource Manager
Classification: Part-Time: Non-Exempt-Hourly

Summary

Risk Manager formulates, implements and monitors procedural policies as they relate to safety, accident investigation and claims; responsible for documenting risk management trainings for staff; monitor risk management policy effectiveness.

Qualifications

Must have additional training or education related to the duties and responsibilities of the position for a minimum of four (4) years. Must have progressively responsible experience in a professional environment, preferably in the public sector. Associate Degree in Safety/Risk Management or equivalent field preferred or equivalent professional experience.

Duties and Responsibilities

A. Essential Functions

- Directs Park District's risk management programs and employee safety orientations.
- Responsible for general safety and risk management concerns relating to all Park District operations, functions, grounds and facilities.
- Inspects internal and external facilities, reviews and evaluates operations.
- Reviews training and safety needs, provides and develops in-service training for Park District personnel.
- Develops and recommends safety related policies, procedures and programs; inspection reports; accident reports; safety committee meeting minutes; and chairs safety committee.
- Conducts accident and incident, property loss, and employee illness and injury investigations, makes all necessary reports, works with insurance carriers to report losses, and assists in the adjustment of claims.
- Maintains records and files related to safety/risk management certificates and training.
- Monitors existing safety programs to ensure compliance with all federal, state and local laws and regulations related to personnel, safety and insurance laws. Assures employees have necessary certificates as required by law.
- Performs job task observations, reinforcement and coaching to ensure use of appropriate equipment, including personal protective equipment, three points of contact, reversal of posture, stretching and best practices, ergonomics, lifting and material handling.
- Analyze data of accident, incident, property losses, and employee injury and illness for trends and suggests appropriate engineering, administrative and safety controls.
- Coordinates preparation and post event actions relevant to Loss Control.
- Review any other external organization audits, reviews and inspections.
- Performs other related duties as assigned.
- Acts as the Park District's Designated Employer Representative for Commercial Drivers Licenses.
- Primary liaison with local emergency services.
- Acts as the Park District subject matter expert with regards to COVID-19 and safety protocols.

B. Marginal Functions

- Reviews Risk Management Manual, Part I & Part II, recommending changes as needed.
- Makes recommendations to staff on options to improve safety in work areas, personal protection and safety equipment and assists in procurement.
- Prepares annual reports required by external agencies.
- Ensures the integrity of Safety Data Sheet inventories and availability/accessibility of equipment safety manuals.

C. Psychological Considerations

- Maintain a positive working relationship with other employees.
- Work effectively under deadlines in a variety of environments and elements.
- Demonstrate leadership qualities to perform required work.
- Demonstrate ability to make difficult decisions without emotion and based on fact.
- Function in a sometimes fast and ambiguous environment.
- Must be able to work with other members of senior management and publicly elected officials.

Considerations**A. Physiological Considerations**

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- Medium strength of 40 to 50 lbs.

B. Environmental Considerations

- May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.
- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures. Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Able to communicate in English, both verbally and in writing.
- Possess time management and organizational skills to effectively perform his/her job.
- Demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Able to make judgments with respect to confidentiality of information and problem solving.
- Use good safety awareness and judgment in all aspects of the position.

D. Safety Consideration

- Follow direction from supervisor with safe and effective follow through.
- Able to use good safety awareness and judgment.
- Participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-employment reference check.
- Submit to a pre-employment state criminal background check.
- Submit proof of date of birth.
- Submit Proof of eligibility to work in the U.S.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) months introductory period satisfactorily.

Updated: 5/9/22

**Mundelein Park & Recreation District
Job Description**

Job Title: Bartender
Department: Steeple Chase Golf Club
Supervisor: Golf Course Operations Manager
Classification: Seasonal: Non-Exempt - Hourly

Summary

Responsible for set up, maintenance and operation of bar and counter. Must possess basic math skills and have the ability to handle money. Have the ability to make timely and effective decisions. Be able to work accurately and rapidly. Be able to work under pressure.

Qualifications – Education, Experience and Training

Minimum 21 years old. High School Diploma or Equivalent. Basic knowledge of beer, wine, spirits and be familiar with standard drink recipes. Gain or maintain current Basset certification. Golf course facility experience preferred.

Duties and Responsibilities

A. Essential Functions

- Provide courteous and attentive service to customers.
- Must be able to speak clearly and listen attentively to guests and other employees.
- Know and remember beverage recipes.
- Take drink orders from patrons or wait staff and prepare and serve alcoholic and non-alcoholic drinks in accordance with standard recipes.
- Take restaurant food orders, as needed.
- Complies with all portion sizes, quality standards, department rules, policies and procedures.
- Ring drink orders into register, collect payments and make change.
- Balance and finalize register sales with revenue.
- Maintain stock of bar & cooler.
- Keep bar area clean.
- Ensure that state and local liquor laws are observed.
- Maintain effective working relationship with fellow employees and the public
- Maintain current Food Handler certification.
- Perform other related duties as assigned.

B. Marginal Functions

- Maintain a working knowledge of all general and department-specific safety rules.
- Attend all required safety programs and in service training.
- If an employee believes his/her equipment or machinery is not working properly or is in need of repair, the matter should immediately be reported to his/her Supervisor.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

C. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District

Job Description

Job Title: Bartender
Department: Steeple Chase Golf Club
Supervisor: Golf Course Operations Manager
Classification: Seasonal: Non-Exempt - Hourly

Summary

Responsible for set up, maintenance and operation of bar and counter. Must possess basic math skills and have the ability to handle money. Have the ability to make timely and effective decisions. Be able to work accurately and rapidly. Be able to work under pressure.

Qualifications – Education, Experience and Training

Minimum 21 years old. High School Diploma or Equivalent. Basic knowledge of beer, wine, spirits and be familiar with standard drink recipes. Gain or maintain current Basset certification. Golf course facility experience preferred.

Duties and Responsibilities

A. Essential Functions

- Provide courteous and attentive service to customers.
- Must be able to speak clearly and listen attentively to guests and other employees.
- Know and remember beverage recipes.
- Take drink orders from patrons or wait staff and prepare and serve alcoholic and non-alcoholic drinks in accordance with standard recipes.
- Take restaurant food orders, as needed.
- Complies with all portion sizes, quality standards, department rules, policies and procedures.
- Ring drink orders into register, collect payments and make change.
- Balance and finalize register sales with revenue.
- Maintain stock of bar & cooler.
- Keep bar area clean.
- Ensure that state and local liquor laws are observed.
- Maintain effective working relationship with fellow employees and the public
- Maintain current Food Handler certification.
- Perform other related duties as assigned.

B. Marginal Functions

- Maintain a working knowledge of all general and department-specific safety rules.
- Attend all required safety programs and in service training.
- If an employee believes his/her equipment or machinery is not working properly or is in need of repair, the matter should immediately be reported to his/her Supervisor.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

C. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park and Recreation District Job Description

Job Title: Beverage Cart Attendant
Department: Steeple Chase Golf Club
Supervisor: Golf Course Operations Manager
Classification: Seasonal: Non-Exempt – Hourly

Summary

Responsible for stocking, maintenance and operation of beverage cart. Must possess basic math skills and have the ability to handle money. Have the ability to make timely and effective decisions. Be able to work accurately and rapidly. Be able to work under pressure.

Qualifications – Education, Experience and Training

Minimum 18 years old. High School Diploma or Equivalent. Basic knowledge of beer, wine, spirits and be familiar with standard drink recipes. Gain or maintain current Basset certification. Golf course facility experience preferred but not necessary.

Duties and Responsibilities

A. Essential Functions

- Provide courteous and attentive service to customers.
- Must be able to speak clearly and listen attentively to guests and other employees.
- Know and remember beverage recipes.
- Take drink orders from patrons and prepare and serve alcoholic and non-alcoholic drinks in accordance with standard recipes.
- Complies with all portion sizes, quality standards, department rules, policies and procedures.
- Ring drink orders into tablet and record transactions on beverage cart log, collect payments and make change.
- Balance and finalize register sales with revenue.
- Maintain stock of cart throughout shift.
- Keep cart and downstairs walk-in cooler clean.
- Ensure that state and local liquor laws are observed.
- Maintain effective working relationship with fellow employees and the public.
- Perform other related duties as assigned.

B. Marginal Functions

- Maintain a working knowledge of all general and department-specific safety rules.
- Attend all required safety programs and in service training.
- If an employee believes his/her equipment or machinery is not working properly or is in need of repair, the matter should immediately be reported to his/her Supervisor.
- Basic working knowledge of the game of golf and golf etiquette.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

C. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park and Recreation District Job Description

Job Title: Cart Attendant
Department: Steeple Chase Golf Club
Supervisor: Golf Course Operations Manager
Classification: Seasonal: Non-Exempt - Hourly

Summary

Responsible for daily maintenance and preparation of golf cars. Prepare golf cars with gasoline, turn on GPS on cars, ensure golf cars are clean and in safe working condition.

Qualifications

Minimum 18 years old. Working knowledge of the game of golf. Basic communication skills, be able to communicate with coworkers and customers. Golf course facility experience preferred but not necessary.

Duties and Responsibilities

A. Essential Functions

- Be physically able to get in and out of carts
- Be able to check fuel and fill up golf cars with fuel when needed.
- Maintain clean and safe work area.
- Be able to be on time for work shift.
- Wash golf cars when needed.
- Provide courteous and attentive service to customers.
- Must be able to speak clearly and listen attentively to guests and other employees.
- Maintain effective working relationship with fellow employees and the public.
- Perform other related duties as assigned.

B. Marginal Functions

- Maintain a working knowledge of all general and department-specific safety rules.
- Attend all required safety programs and in service training.
- If an employee believes his/her equipment or machinery is not working properly or is in need of repair, the matter should immediately be reported to his/her Supervisor.
- Basic working knowledge of the game of golf and golf etiquette.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

C. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Update: 5/9/22

Mundelein Park and Recreation District Job Description

Job Title: Cook
Department: Steeple Chase Golf Club
Supervisor: Golf Course Operations Manager
Classification: Seasonal: Non-Exempt - Hourly

Summary

Under direction of the Food and Cook Manager, the Cook is responsible for preparations of food orders, preparations of condiments, maintaining a clean operational kitchen environment. Assist Food and Cook Manager with food inventory and menu planning. The Cook may also be assigned other duties and responsibilities in the operation of both Steeple Chase Golf Club and Mundelein Park and Recreation District.

Qualifications – Education, Experience and Training

Minimum 18 years old. High School Diploma or Equivalent. Basic knowledge of food preparation, show attention to detail and demonstrate strong communication skills. Previous experience as a cook is preferred.

Duties and Responsibilities

A. Essential Functions

- Maintains safe, sanitary, food handling practices, which comply with all requirements of the Lake County Health Department.
- Ability to prepare all items listed on menu per Kitchen Manager's guidelines.
- Communicates effectively with coworkers and customers
- Responsible for assisting in ordering, receiving, and controlling inventory.
- Regularly inspects the kitchen, grillroom, and banquet room to ensure safe, sanitary, and attractive conditions and practices.
- Must obtain a State of Illinois Food Sanitation License.
- Perform other related duties as assigned.

B. Marginal Functions

- Maintain a working knowledge of all general and department-specific safety rules.
- Attend all required safety programs and in service training.
- If an employee believes his/her equipment or machinery is not working properly or is in need of repair, the matter should immediately be reported to his/her Supervisor.
- Safety equipment appropriate to the job should be used, such as safety glasses and hard soled shoes.
- Participate in professional workshops and classes to improve job knowledge and management skills.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

B. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

C. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park and Recreation District Job Description

Job Title: Food & Cook Manager
Department: Steeple Chase Golf Club
Supervisor: Golf Course Operations Manager
Classification: Seasonal: Non-Exempt - Hourly

Summary

The Kitchen Manager is responsible for all operations related to the purchasing, inventory, and sales of food at Steeple Chase Golf Club. This includes, but is not limited to, inventory control, ordering of supplies and equipment, financial controls, kitchen management, menu, development, employee policies, and maintenance and cleaning of all equipment and all portions of the clubhouse utilized in the food operation. The Food & Cook Manager may also be assigned other duties and responsibilities in the operation of both Steeple Chase Golf Club and Mundelein Park and Recreation District. These duties include, but are not limited to, opening or closing the clubhouse, preparing daily income reports, and menu planning and food preparation.

Qualifications – Education, Experience and Training

Minimum 21 years old. High School Diploma or Equivalent. Previous experience as a food manager or cook is preferred. Knowledge of food preparation, create and follow recipes, manage and train cooks, work as a team and demonstrate strong communication skills

Duties and Responsibilities

A. Essential Functions

- Plans, organizes, and supervises entire food operation.
- Develops safe, sanitary, food handling practices, which comply with all requirements of the Lake County Health Department.
- Responsible for all hiring, training, scheduling, supervising, and evaluating all kitchen personnel.
- Creates and regularly updates regular menu and banquet menus, including pricing.
- Develops a program of marketing, promotion, and customer service to maximize income and profitability.
- Responsible for ordering, receiving, and controlling inventory.
- Regularly inspects the kitchen, grillroom, and banquet room to ensure safe, sanitary, and attractive conditions and practices.
- Makes detailed recommendations for the annual budget in all applicable line items.
- Establishes necessary safety rules and policies throughout the food operation.
- Assists customers in menu planning for all outings, tournaments, parties, banquets, and other special events.
- Handles along with the Assistant Golf Manager or Manager all coordination and setup for golf outings, tournaments, parties, banquets, and other special events.
- Must obtain a State of Illinois Food Sanitation License.
- Perform other related duties as assigned.

B. Marginal Functions

- Maintain a working knowledge of all general and department-specific safety rules.
- Attend all required safety programs and in service training.
- If an employee believes his/her equipment or machinery is not working properly or is in need of repair, the matter should immediately be reported to his/her Supervisor.
- Safety equipment appropriate to the job should be used, such as safety glasses and hard soled shoes.
- Participate in professional workshops and classes to improve job knowledge and management skills.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

B. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

C. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.

- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park and Recreation District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Pro Shop Attendant
Department: Steeple Chase Golf Club
Supervisor: Golf Course Operations Manager
Classification: Part Time: Non-Exempt - Hourly

Summary

Assist the Golf Course Operations Manager, Golf Course Assistant Manager and Pro Shop Manager in all golf and shop operations. Help with merchandise ordering, display, and sales. Handle tee-times reservations and collect green fees and rental fees. Responsible for workings of point of sale, reservations system, and Park District Policies. Pro Shop Attendant may be responsible for opening or closing the clubhouse.

Qualifications – Education, Experience and Training

A good working knowledge of the game of golf. Knowledge of merchandising and retailing. Excellent written and oral communication skills. Good general knowledge of clerical and accounting procedures.

Duties and Responsibilities

A. Essential Functions

- Help in any area of Golf Operations when needed such as, outings, banquets, etc.
- Assist customers with their purchases, utilizing product knowledge.
- Assist in putting together shop displays and appearance.
- Assist in receive and price merchandise, restock sales floor.
- Assist in conducting daily, weekly and monthly physical inventories of merchandise.
- Attending product knowledge seminars for shop staff.
- Assist with planning and execution of sales promotions and printed promotional material.
- Assist In promoting golf activities for customers.
- Maintain office and work area in a professional manner.
- Perform other related duties as assigned.

B. Marginal Functions

- Maintain a working knowledge of all general and department-specific safety rules.
- Cooperate and assist in the investigation of all accidents/incidents.
- Attend all required safety programs and in service training.
- Treat public complaints and concerns with the utmost attention.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Assist in any custodial duties that need to be done to maintain a clean and orderly facility.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly

elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

B. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

C. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.

- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/2022

**Mundelein Park and Recreation District
Job Description**

Job Title: Starter/Ranger
Department: Steeple Chase Golf Club
Supervisor: Golf Course Operations Manager
Classification: Seasonal: Non-Exempt - Hourly

Summary

To lead groups off in order and on time while greeting each player with a friendly welcome and inform them of the policies.

Qualifications – Education, Experience and Training

Minimum 18 years old. Working knowledge of the game of golf and golf etiquette. Basic communication skills, be able to communicate with coworkers and customers. Golf course facility experience preferred but not necessary.

Duties and Responsibilities

A. Essential Functions

- Give each group a friendly welcome and answer any questions they may have.
- Record the following on the computer printout sheet:
- View receipt for each player,
- Inform each player of the “Keep Pace Policy,” yardage markers and motor cart rules for the day.
- Tee off groups in order, as listed on the print out sheet.
- Communicate information about groups to other Rangers.
- Perform other related duties as assigned.

B. Marginal Functions

- Maintain a working knowledge of all general and department-specific safety rules.
- Attend all required safety programs and in service training.
- If an employee believes his/her equipment or machinery is not working properly or is in need of repair, the matter should immediately be reported to his/her Supervisor.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.

- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

C. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

**Mundelein Park & Recreation District
Job Description**

Job Title: Marketing Coordinator
Department: Administration
Supervisor: Marketing Manager
Classification: Part Time-Non-Exempt-Hourly

Summary

The Marketing Coordinator works closely with the Marketing Manager to market and promote all District programs, facilities and events as well as to disseminate pertinent information to the community.

Qualifications – Education, Experience and Training

B.S. or B.A. degree in Public Relations, Communications/Marketing or related field. Must have good writing, grammar, publication software and general computer skills and be able to present themselves professionally when working with staff, community, and the media. Bilingual abilities a plus. Video production /editing experience a plus. Familiarity with social media outlets a plus. Valid State of Illinois Driver's License.

Duties and Responsibilities

A. Essential Functions

- Represent Park District as liaison to local media including newspapers, television, and radio and prepare press releases.
- Assist the Marketing Manager with coordinating with staff in planning, implementation and advertising of programs, special events, projects, events, and fund-raising efforts.
- Maintain and monitor social media platforms.
- Maintain and monitor district website.
- Maintain indoor and outdoor marquees.
- Attend programs and special events to photograph/video tape for promotional purposes.
- Create and produce promotional videos.
- Maintain media postings to advertise upcoming events.
- Perform other related duties as assigned.

B. Marginal Functions

- Attends Park Board meetings, staff meetings, and special events/programs as directed.
- Make arrangements for agency participation in community open houses, special events, and exhibits.
- Assists with public speaking, booth displays, community meetings, and presentations.
- Participates in the Park District safety program to ensure that work performed and services provided are implemented in a safe manner.

Considerations

A. Psychological Considerations

- Effectively under stress of deadlines and complaints.
- Independent.
- Under supervision and direction of supervisor(s).
- Cooperatively with fellow staff, general public, contractors, community groups, and media in a proper manner.
- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must be able to work with other members of senior management and a publicly elected Board of Park Commissioners.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

C. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.

- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park and Recreation District Job Description

Job Title: Boat Ranger
Department: Park and Facility Maintenance
Supervisor: Superintendent of Park and Facility Maintenance
Classifications: Part Time- Seasonal – Non-Exempt - Hourly

Summary

The Boat Patrol Park Ranger is responsible for the protection of the general public, natural resources at Diamond Lake, and staff members of the Mundelein Park and Recreation District. The Boat Ranger performs a variety of duties including but not limited to: providing boat patrol on Diamond Lake; Park District public relations support; emergency assistance; write reports; be observant for violations that will be reported for the appropriate directions and actions; field support; and issue citations. The Boat Patrol Ranger works independently. The Boat Patrol Ranger cannot initiate an arrest, but can assist in one. The Boat Patrol Ranger will not take action in hazardous situations, but will immediately summon the proper agency. The Boat Patrol Ranger will call the Mundelein Police Department and report violations. The Boat Patrol Ranger will maintain a working knowledge of all Mundelein Park & Recreation District general and Department safety rules. Must be available to work weekends and holidays.

Qualifications

Completion of standard high school program or GED. Possession of valid Driver's License, supplemented by a satisfactory driving record. Completion of certified boating course. Ability to pass basic swim test. CPR, First Aid, and AED Certification required within 30 days of employment. Ability to pass swimming test.

Duties and Responsibilities

A. Essential Functions

- Knowledge of state laws and ordinances that govern boating Diamond Lake.
- Knowledge of the geography of Diamond Lake and the location of areas typically requiring extra service.
- Knowledge of effective forms of oral and written English expression.
- Knowledge of how and when to apply tact and diplomacy in the day-to-day applications of responsibilities.
- Some knowledge of the concepts and processes of the Illinois justice system, including specialized knowledge of a ranger's role in producing cogent and rational testimony.
- Ability to handle stressful, potentially violent situations and individuals in a firm, professional deliberative manner.
- Ability to read and write in Standard English and perform basic mathematical operations. Ability to prepare accurate an informational report.
- Ability to understand and carry out written and oral communications.
- Ability to effectively communicate and interact with a wide range of individuals and groups in a stable, professional and courteous manner.
- Patrols Diamond Lake during assigned shift.
- Operation of a marked police boat operating in a safe and effective manner.
- Enforces boating laws, observes for safety hazards, boating violations and criminal activity.
- Communicates using patrol cell phone.
- Provides assistance to citizens, boaters and staff.
- Assist persons in distress.
- Familiar with the topography of Diamond Lake.

- Observe for, detect, document and report boating violations.
- Handle complaints concerning water patrol and lake traffic.
- Write ordinance violations when necessary.
- Assist disabled boaters.
- Performs minor first aid and assists in the transfer or movement of injured parties until paramedics arrive.
- Prepares daily activity log.
- Remove hazards from Diamond Lake.
- Performs other related duties as assigned.

Marginal Functions:

- May appear in court as witness in traffic cases when officially ordered.
- Report lost and found property.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees. Employee must work effectively under deadlines in a variety of environments and elements. Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult decisions without emotion and based on fact. Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl. May occasionally be required to lift and/or move up to 40 to 50 pounds.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

C. Environmental Considerations

- Employee may be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.
- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures. Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

D. Cognitive Considerations

- Employee must have the ability to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job. Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspects of the position.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required. Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check. Submit proof of date of birth.
- Provide a copy of driver's license. Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing. Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park and Recreation District Job Description

Job Title: Boat Ranger Lead
Department: Park and Facility Maintenance
Supervisor: Superintendent of Park and Facility Maintenance
Classifications: Part Time- Seasonal – Non-Exempt - Hourly

Summary

The Boat Ranger Lead is responsible for the protection of the general public, natural resources at Diamond Lake, and staff members of the Mundelein Park and Recreation District. The Boat Ranger Lead performs a variety of duties including but not limited to: providing boat patrol on Diamond Lake; Park District public relations support; emergency assistance; write reports; be observant for violations that will be reported for the appropriate directions and actions; field support; issue citations and assist Superintendent of Park and Facility Maintenance with administrative reports and tasks. The Boat Ranger Lead works independently. The Boat Ranger Lead cannot initiate an arrest, but can assist in one. The Boat Ranger Lead will not take action in hazardous situations, but will immediately summon the proper agency. The Boat Ranger Lead will call the Mundelein Police Department and report violations. The Boat Ranger Lead will maintain a working knowledge of all Mundelein Park & Recreation District general and Department safety rules. Must be available to work weekends and holidays.

Qualifications – Education, Experience and Training

Must be 21 years of age or older. Completion of standard high school program or GED. Possession of valid Driver's License, supplemented by a satisfactory driving record. Completion of certified boating course. Ability to pass basic swim test. CPR, First Aid, and AED Certification required within 30 days of employment. Ability to pass swimming test.

Duties and Responsibilities

A. Essential Functions

- Establish and maintain a supervisory presence with Boat Rangers.
- Greet all who enter the building in a positive friendly manner.
- Develop daily and weekly schedule for Boat Rangers.
- Assist with time and attendance for Boat Rangers.
- Assist Management team in employee training.
- Maintain files.
- Assume leadership role in conflict resolution if opportunity arises.
- Perform duties as assigned/designated by Superintendent of Park and Facility Maintenance/Park Maintenance Manager or Facility Maintenance Manager.
- Attend staff meetings as scheduled.
- Provide leadership with issues involving residents and/or boaters.
- Knowledge of state laws and ordinances that govern boating Diamond Lake.
- Knowledge of the geography of Diamond Lake and the location of areas typically requiring extra service.
- Knowledge of effective forms of oral and written English expression.
- Knowledge of how and when to apply tact and diplomacy in the day-to-day applications of responsibilities.
- Some knowledge of the concepts and processes of the Illinois justice system, including specialized knowledge of a ranger's role in producing cogent and rational testimony.
- Ability to handle stressful, potentially violent situations and individuals in a firm, professional deliberative manner.

- Ability to read and write in Standard English and perform basic mathematical operations. Ability to prepare accurate an informational report.
- Ability to understand and carry out written and oral communications.
- Ability to effectively communicate and interact with a wide range of individuals and groups in a stable, professional and courteous manner.
- Patrols Diamond Lake during assigned shift.
- Operation of a marked police boat operating in a safe and effective manner.
- Enforces boating laws, observes for safety hazards, boating violations and criminal activity.
- Communicates using patrol cell phone.
- Provides assistance to citizens, boaters and staff.
- Assist persons in distress.
- Familiar with the topography of Diamond Lake.
- Observe for, detect, document and report boating violations.
- Handle complaints concerning water patrol and lake traffic.
- Write ordinance violations when necessary.
- Assist disabled boaters.
- Performs minor first aid and assists in the transfer or movement of injured parties until paramedics arrive.
- Prepares daily activity log.
- Remove hazards from Diamond Lake.
- Performs other related duties as assigned.

Marginal Functions:

- Assist with administration and safety reports.
- May appear in court as witness in traffic cases when officially ordered.
- Report lost and found property.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees. Employee must work effectively under deadlines in a variety of environments and elements. Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult decisions without emotion and based on fact. Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl. May occasionally be required to lift and/or move up to 40 to 50 pounds.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

C. Environmental Considerations

- Employee may be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.
- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures. Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

D. Cognitive Considerations

- Employee must have the ability to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job. Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspects of the position.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required. Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check. Submit proof of date of birth.
- Provide a copy of driver's license. Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing. Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Part-time Custodian
Department: Buildings and Grounds
Supervisor: Building Maintenance Manager
Classification: Part-Time – Non-Exempt - Hourly

Summary

The Custodian is responsible for cleaning and maintaining Park District facilities. The position handles a multitude of tasks from cleaning, room set ups, light maintenance and janitorial/custodial duties.

Qualifications – Education, Experience and Training

Must be 18 years of age or older. Minimum high school graduate or general education degree (GED) required with additional training or education related to the duties and responsibilities of the position. Requires over one (1) year of related experience.

Duties and Responsibilities

A. Essential Functions

- Cleans (sweeps, mops, dusts, scrubs, sanitizes, vacuums) floors, walls, fixtures in various activity rooms, restrooms, locker rooms, office spaces, lobbies, lounges, hallways and stairways.
- Empties all facility waste receptacles and transports trash/waste to disposal.
- Sweeps, mops, scrubs, waxes and polishes floors.
- Cleans rugs, carpets, furniture and window coverings.
- Dusts furniture and equipment. Polishes metalwork.
- Wash walls, ceiling and woodwork.
- Washes windows, door panels and sills.
- Cleans and polishes lighting fixtures, counter surfaces and trim.
- Prepares furniture set-up and adjustments for recreational programming and/or special events.
- Notifies management concerning needs for major repairs or additions in plumbing, electrical, carpentry, mechanical and/or heating and cooling fixtures and components.
- Perform other related duties as assigned.

B. Marginal Functions

- Controls and supplies inventory of each specific building's requirements of perishable cleaning and service items and materials.
- Maintains function of all building lighting (interior and exterior), adjusting timer devices appropriately.
- Conducts regular testing and service of emergency lighting systems.
- Monitors and adjusts heating-cooling thermostats to maintain appropriate seasonable temperatures.
- Maintains buildings by performing painting, minor plumbing, electrical, mechanical, carpentry and other maintenance activities/repairs.
- Replaces or cleans heating, cooling and ventilation filters on a prescribed schedule.
- Cleans snow and debris from facility related to sidewalks.
- Ability to operate tools and equipment.
- Lead seasonal and Community Service Staff assigned to Custodian by Supervisor.

Considerations

A. Psychological Considerations

- Worker must work closely with co-workers.
- Worker must work around general population/park patrons in public areas.
- May feel stress while working irregular and overtime hours during peak times.
- Must be able to get along with many different personalities.
- Worker must work under supervision and direction of Supervisors.
- May be required to work more than 40 hours per week, including nights and weekends.

B. Physiological Considerations

- Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Employee is regularly required to walk, use hands to finger, or feel objects, tools, or controls, reach with hands and arms, climb or balance, and stoop, kneel, crouch or crawl.
- Employee frequently is required to stand, talk, hear, or smell.
- Employee occasionally required to sit.
- Employee must regularly lift and or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee regularly works near moving mechanical parts.
- Employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions.
- Employee occasionally works in outside weather conditions.
- Noise level in the work environment is usually moderate.

C. Environmental Considerations

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

D. Cognitive Considerations

- Employee must have the ability to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.
- Employee must be able to wear PPE as necessary for the task.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 6/3/21, 2017

Mundelein Park & Recreation District Job Description

Job Title: Facility and Aquatic Maintenance - Custodial
Department: Park and Facility Maintenance Department
Division: Facility Maintenance
Supervisor: Facility and Aquatic Maintenance Supervisor
Classification: Part-Time-Seasonal: Non-Exempt-Hourly

Summary

The Facility and Aquatic Maintenance Custodial position will be responsible for the overall cleanliness of the outdoor and indoor Aquatics Facilities such as Barefoot Bay, Indoor Pool and Diamond Lake. He/she will work closely alongside the Facility and Aquatic Maintenance Supervisor. This position requires some early morning and late-night hours, weekends, and holidays.

Qualifications – Education, Experience and Training

Must be 18 years of age or older. Minimum high school graduate or general education degree (GED) preferred with additional training or education related to the duties and responsibilities of the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Maintains consistent working knowledge of cleaning equipment and procedures.

Duties and Responsibilities

A. Essential Functions

- Perform custodial duties including, but not limited to, cleaning floors, bathrooms, windows, and food surfaces.
- Perform chemical tests of pools every hour.
- Remove garbage and other waste from facility.
- Vacuum and clean pools and filter baskets.
- Follow through on exceeding the cleanliness expectations of members and prospective customers.
- Maintain proper knowledge of all cleaning equipment and their locations.
- Follows instructions for cleaning chemicals and supplies
- Maintain cleanliness and sanitation of the designated areas
- Strips, cleans & buffs floors & shampoos carpets as requested
- Adheres to all departmental and Park District policies and procedures.
- Perform other related duties as assigned.

B. Marginal Functions

- Energetic, and enthusiastic
- Excellent verbal communication
- Detail oriented.
- Ability to work independently and work within a team.

Considerations

A. Psychological Considerations

- Maintain a positive working relationship with other employees.
- Work effectively under deadlines in a variety of environments and elements.
- Demonstrate ability to make difficult personnel decisions without emotion and based on fact.
- Function in a sometimes fast and ambiguous environment.

B. Environmental Considerations

- May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.
- **Outdoors** - Work area is outdoors in various temperatures including occasional excessive heat and precipitation.
- **Indoors** - Work area is indoors, in a smoke free, with controlled temperature and fluorescent lighting.

C. Cognitive Considerations

- Able to communicate in English, both verbally and in writing.
- Possess time management and organizational skills to effectively perform his/her job.
- Demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Able to make judgments with respect to confidentiality of information and problem solving.

D. Safety Considerations

- Follow direction from supervisor with safe and effective follow through.
- Able to use good safety awareness and judgment.
- Participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-employment reference check.
- Submit to a pre-employment state criminal background check.
- Submit proof of date of birth.
- Submit proof of eligibility to work in the U.S.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Facility and Aquatic Maintenance Attendant
Department: Park and Facility Maintenance Department
Division: Facility Maintenance
Supervisor: Facility and Aquatic Maintenance Supervisor
Classification: Part-Time-Seasonal: Non-Exempt-Hourly

Summary

The Facility and Aquatic Maintenance Attendant position will be responsible for the overall cleanliness of the outdoor and indoor Aquatics Facilities such as Barefoot Bay, Indoor Pool and Diamond Lake. He/she will coordinate with the Facility and Aquatic Maintenance Supervisors. This position requires some early morning and late-night hours, weekends, and holidays.

Qualifications – Education, Experience and Training

Must be 18 years of age or older. Minimum high school graduate or general education degree (GED) preferred with additional training or education related to the duties and responsibilities of the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Maintains consistent working knowledge of cleaning equipment and procedures. CPR, First Aid and AED Certification required of employment.

Duties and Responsibilities

A. Essential Functions

- Perform custodial duties including, but not limited to, cleaning floors, bathrooms, windows, and food surfaces.
- Perform chemical tests of pools every hour.
- Remove garbage and other waste from facility.
- Vacuum and clean pools and filter baskets.
- Follow through on exceeding the cleanliness expectations of members and prospective customers.
- Maintain proper knowledge of all cleaning equipment and their locations.
- Follows instructions for cleaning chemicals and supplies.
- Maintain cleanliness and sanitation of the designated areas.
- Strips, cleans & buffs floors & shampoos carpets as requested.
- Adheres to all departmental and Park District policies and procedures.
- Perform other related duties as assigned.

B. Marginal Functions

- Assist in the setup for events.
- Assist in performing safety inspections.
- Ability to operate tools and equipment.
- Energetic, and enthusiastic.
- Excellent verbal communication.
- Detail oriented.
- Ability to work independently and work within a team.

Considerations

A. Psychological Considerations

- Effectively under stress of deadlines and complaints.
- Independent.
- Under supervision and direction of supervisor(s).
- Cooperatively with fellow staff, general public, contractors, community groups, and media in a proper manner.
- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must be able to work with other members of senior management and a publicly elected Board of Park Commissioners.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

A. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

B. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.

- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

C. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Facility and Aquatic Maintenance Technician
Department: Park and Facility Maintenance Department
Division: Facility Maintenance
Supervisor: Facility and Aquatic Maintenance Supervisor
Classification: Part-Time-Seasonal: Non-Exempt-Hourly

Summary

The Facility and Aquatic Maintenance Technician position will be responsible for assisting with the overall repair of the outdoor and indoor Aquatics Facilities such as Barefoot Bay, Indoor Pool and Diamond Lake and some indoor facilities. He/she reports to the Facility and Aquatic Maintenance Supervisors. This position requires some early morning and late-night hours, weekends, and holidays.

Qualifications – Education, Experience and Training

Must be 18 years of age or older. Minimum high school graduate or general education degree (GED) preferred with additional training or education related to the duties and responsibilities of the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Maintains consistent working knowledge of cleaning equipment and procedures. CPR, First Aid and AED Certification required within six months of employment.

Duties and Responsibilities

A. Essential Functions

- Assist in the operation, repair, preventative maintenance, and maintenance of swimming pools, equipment, and facilities.
- Assist in the monitoring of pool functions to include reading gauges, graphs, meters and control panels to ensure water quality. Building maintenance practices and custodial methods and supplies.
- Assist in the basic operation of pumps and pool purification, high pressure blowers, and pneumatic cylinders. Operate pool chlorination and filtration systems.
- Assist in the repair of pumps, small & large motors, boilers, pipes and valves; repair pool-filtering equipment including water pumps, chemical dispenser systems and chlorine chlorinators.
- Assist in the maintenance and repair water slides, diving board, public address systems, surrounding pool areas and decks. Maintain water features, spray pads to include proper mechanical operation.
- Assist in the maintenance of the whirlpool and sauna.
- Assist with the spring start up and fall shut down of the Aquatic Facilities.
- Assist with the troubleshooting of pool and pump house issues.
- Assist with the balancing of chemical levels in the pool water.
- Assist with irrigation repair.
- Vacuum and clean pools and filter baskets.
- Conducts general maintenance, upkeep, and repair of facilities.
- Assists with cleaning and maintaining all boilers and other major equipment.
- Participates in painting and general repairs to plumbing, electrical, carpentry, windows and general mechanical work.

- Ability to read and interpret documents such as safety rules, blue prints, electrical schematics, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Maintain proper knowledge of all cleaning equipment and their locations.
- Follows instructions for cleaning chemicals and supplies.
- Adheres to all departmental and Park District policies and procedures.
- Perform other related duties as assigned.

B. Marginal Functions

- Assists with setting up and tearing down of equipment during special events, meetings, program classes.
- Perform custodial duties including, but not limited to, cleaning floors, bathrooms, windows, and food surfaces.
- Perform chemical tests of pools when needed.
- Maintain cleanliness and sanitation of the designated areas
- Strips, cleans & buffs floors & shampoos carpets as requested
- Remove garbage and other waste from facility.
- Energetic, and enthusiastic
- Excellent verbal communication
- Detail oriented.
- Ability to work independently and work within a team.

Considerations

A. Psychological Considerations

- Effectively under stress of deadlines and complaints.
- Independent.
- Under supervision and direction of supervisor(s).
- Cooperatively with fellow staff, general public, contractors, community groups, and media in a proper manner.
- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must be able to work with other members of senior management and a publicly elected Board of Park Commissioners.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.

- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

A. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e., computer keyboard, writing, hand).

B. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

C. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park and Recreation District Job Description

Job Title: Seasonal Park and Facility Maintenance
Department: Park and Facility Maintenance
Division: Park Maintenance
Supervisor: Park Maintenance Manager
Classification: Seasonal: Non-Exempt - Hourly

Summary

The Seasonal Park and Facility Maintenance position is responsible for performing a variety of park maintenance duties to maintain and/or repair park properties and equipment. Responsible for performing various routine and preventative maintenance tasks to park grounds, buildings, amenities, and equipment. Work is performed at a moderate, constant pace, but may vary slightly depending on the demands of the job required. Seasonal position.

Qualifications

High school graduate or general education degree is preferred. Basic knowledge and experience in grounds maintenance. A valid Illinois State Driver's license is required.

Duties and Responsibilities

A. Essential Functions

- Performs simple, routine park maintenance functions.
- Clean-up of litter & garbage removal.
- Mowing and trimming of turf areas.
- Install, maintain and repair general landscape throughout the Park District.
- Maintain and repair Park District buildings, site amenities such as picnic tables, benches, playground equipment, fencing, signage, athletic courts and fields.
- Operate tools, equipment, and vehicles necessary to perform duties.
- Participate in maintenance of equipment, upkeep of tools and housekeeping of work areas.
- Project a positive image and maintain a cooperative attitude with co-workers and the public.
- Perform all job tasks within the rules and guidelines of the Park District's safety program and District policies and guidelines.
- Assist with custodial tasks.
- Perform other related duties as assigned.

B. Marginal Functions

- Assist in the setup for events.
- Assist in performing safety inspections.
- Ability to operate tools and equipment.
- Energetic, and enthusiastic.
- Excellent verbal communication.
- Detail oriented.
- Ability to work independently and work within a team.

Considerations

A. Psychological Considerations

- Worker must work closely with co-workers.
- Worker must work around general population/park patrons in public areas. May feel stress while working irregular and overtime hours during peak times. Must be able to get along with many different personalities.
- Worker must work under supervision and direction of Supervisors.
- May be required to work more than 40 hours per week, including nights and weekends.

B. Physiological Considerations

- Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Employee is regularly required to walk, use hands to finger, or feel objects, tools, or controls, reach with hands and arms, climb or balance, and stoop, kneel, crouch or crawl.
- Employee frequently is required to stand, talk, hear, or smell. Employee occasionally required to sit.
- Employee must regularly lift and or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee regularly works near moving mechanical parts.
- Employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions.
- Employee occasionally works in outside weather conditions. Noise level in the work environment is usually moderate.

C. Environmental Considerations

- The work environment characteristics described here are representative or those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through. Worker must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.
- Employee must be able to wear PPE as necessary for the task.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check. Submit to a pre-placement physical.
- Submit to a pre-placement drug testing. Submit proof of date of birth.
- Provide a copy of driver's license. Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Aquatics Customer Service Attendant
Department: Recreation
Division: Barefoot Bay, Diamond Lake and Spray Park
Supervisor: Aquatics Manager
Classification: Seasonal: Non-Exempt - Hourly

Summary

The Aquatics Customer Service Attendant will be responsible for a wide variety of duties including, but not limited to, providing exceptional customer service, greeting and checking in all members and patrons, and handling membership and day pass sales. This position requires varying hours including, weekends and holidays. Aquatics Customer Service Attendant reports to the facility Shift Manager. The Aquatics Customer Service Attendant will also work closely with the Aquatics Manager.

Qualifications – Education, Experience and Training

Must be at least 16 years of age. Must be able to work in a public and professional manner. The individual must show maturity. The individual must demonstrate the ability to accurately use addition, subtraction, division, multiplication, fractions, and decimals. The individual must show proficiency with the Park District computer system. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Reports to Barefoot Bay and Diamond Lake Beach Shift Managers.
- Maintain accurate records of pass purchases, daily fees received, program attendance, and daily attendance.
- Ensure all pass holders have an accurate and up to date pass.
- Report all unsafe conditions to a Managers and, or Deck Supervisors.
- Complete all assigned cleaning duties and keep the cash area in a tidy and organized manner.
- Be very familiar with established Emergency Action Plan.
- Report on time for all scheduled shifts.
- Accurately record inventory deductions.
- Practice and follow all policies and procedures as stated in the staff manual and directed by Managers and Deck Supervisors.
- Perform other related duties as assigned.

B. Marginal Functions

- Ensure there are enough supplies and inform manager when supplies are running low.
- Always keep enough change on hand and inform manager when change is running low.
- Maintain a neat and well-groomed appearance in Park District uniform attire while on duty.
- Be aware of all rules and regulations for the facility and enforce those rules before allowing entry into the facility.
- Be aware of all rates and hours for the facility.
- Be friendly and polite when dealing with the public.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

B. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

C. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Aquatics Junior Lifeguard
Department: Recreation
Division: Barefoot Bay
Supervisor: Aquatics Manager
Classification: Seasonal: Non-Exempt - Hourly

Summary

The primary responsibility of the Aquatics Junior Lifeguard is to ensure the protection of the life and well-being of each person using a swimming area. The Aquatics Junior Lifeguard will be able to anticipate dangerous situations and actually prevent an accident before it occurs. All Aquatics Junior lifeguards are required to be familiar with aquatics guidelines, safety duties, lifeguarding guidelines and emergency procedures. The Aquatics Junior Lifeguard reports daily to the Deck Manager. The Aquatics Junior Lifeguard will also work closely with the Aquatics Supervisor.

Qualifications – Education, Experience and Training

Must be at 15 years of age. Past experience swimming is preferred. StarGuard Elite Lifeguard certification and CPR, First Aid and AED certification will be provided. Must successfully complete provided trainings and certifications. Must successfully complete vision screening test. 20/30 or better, in either eye uncorrected or with correction.

Duties and Responsibilities

A. Essential Functions

- After training, pass a StarGuard Elite certification test.
- After training, pass CPR, AED, Oxygen, and First Aid Certification.
- Follow correct lifesaving techniques and established emergency procedures.
- Follow all practices and policies set by StarGuard Elite
- Attend four hours of in-service training each month.
- Guarantee the safety and well-being of the patrons.
- Reports to Supervisor/Manager on duty.
- Enforce all policies, rules and regulations established by the Mundelein Park and Recreation District, with particular attention to those designed for the facility one is positioned at.
- Be effective and tactful with all patrons.
- Report all unsafe conditions to Supervisor and/or Manager on duty.
- Reports on time for shifts ready to assume duties at the prescribed time.
- Perform other related duties as assigned.

B. Marginal Functions

- Test water. Chemical reading for chlorine and PH.
- District swimsuit must be worn at all times when on duty. Sunglasses, sunscreen and visor must be worn
- (only at outdoor facilities) while in guard rotation.
- Responsible for reading and understanding the policies outlined in the Aquatics Employee Manual.
- Reports on time for shifts ready to assume duties at the prescribed time.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

C. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide a Work Permit
- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Aquatics Lifeguard
Department: Recreation
Division: Barefoot Bay and Diamond Lake
Supervisor: Aquatics Manager
Classification: Seasonal: Non-Exempt - Hourly

Summary

The primary responsibility of a lifeguard is to protect the life and well-being of each person using the swimming area. A lifeguard will be able to anticipate dangerous situations and actually prevent an accident before it occurs. All lifeguards are required to become familiar with the aquatic guidelines, safety duties, lifeguarding guidelines and emergency procedures. The Aquatics Lifeguard reports to the Deck Manager and Beach Manager. The Aquatics Lifeguard will also work closely with the Aquatics Supervisor.

Qualifications – Education, Experience and Training

Must be 16 years of age or older. Prefer current Star guard certification through Starfish Aquatics Institute. Prefer current CPR, AED, Oxygen, and First Aid Certification through Starfish Aquatics Institute. Past experience as a lifeguard and/or swimming are helpful. Must successfully complete vision screening test. 20/30 or better, in either eye uncorrected or with correction. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- After training, pass a Star guard certification through Starfish Aquatics Institute.
- After training, pass CPR, AED, Oxygen, and First Aid Certification through Starfish Aquatics Institute.
- Follow correct lifesaving techniques and established emergency procedures.
- Follow all practices and policies set by Starfish Aquatics Institute.
- Attend four hours of in-service training each month.
- Guarantee the safety and well-being of the patrons.
- Directly responsible to Supervisor/Manager on duty.
- Enforce all policies, rules and regulations established by the Mundelein Park and Recreation District, with particular attention to those designed for the facility one is positioned at.
- Be effective and tactful with all patrons.
- Report all unsafe conditions to Supervisor and/or Manager on duty.
- Reports on time for shifts ready to assume duties at the prescribed time.
- Perform other related duties as assigned.

B. Marginal Functions

- Test water. Chemical reading for chlorine and PH.
- District swimsuit must be worn at all times when on duty. Sunglasses, sunscreen and visor must be worn (only at outdoor facilities) while in guard rotation.
- Responsible for reading and understanding the policies outlined in the Aquatics Employee Manual.
- Reports on time for shifts ready to assume duties at the prescribed time.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

B. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

C. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park District Job Description

Job Title: Aquatics Party and Rental Attendant
Department: Recreation
Division: Barefoot Bay, Diamond Lake and Spray Park
Supervisor: Aquatics Manager
Classification: Seasonal: Non-Exempt - Hourly

Summary

The Aquatics Party and Rental Attendant is responsible for the responsible for the setup, supervision and cleanup of birthday parties and rentals at Barefoot Bay, Spray Park and Diamond Lake Beach.

Qualifications – Education, Experience and Training

Minimum age of 16 years old. Prefer party or event experience. Good communication skills. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Set up of special event or party room per instructions from supervisor.
- Greet party guests as they arrive and direct them to the party room.
- Serve drinks and/or cake to party guests.
- Supervise games and activities.
- Collect party fees for guests above the maximum number reserved.
- Clean up after event or party.
- Adhere to all Park District policies and procedures.
- Perform other related duties as assigned.

B. Marginal Functions

- Work with patrons in a positive, energetic and enthusiastic manner.
- Excellent communication and leadership skills.
- Ability to work in a team orientated environment.
- Ensure there are enough supplies and inform manager when supplies are running low.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.

- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

C. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park District Job Description

Job Title: Aquatics Party and Rental Coordinator
Department: Recreation
Division: Barefoot Bay, Diamond Lake and Spray Park
Supervisor: Aquatics Manager
Classification: Seasonal: Non-Exempt - Hourly

Summary

The Aquatics Party and Rental Coordinator is responsible for the planning and administration of the aquatic special events, birthday parties and rental parties. These events will need to appeal to all ages. The Aquatics Party and Rental Coordinator will work closely with the Aquatics Shift Manager and Barefoot Bay Concessions Manager.

Qualifications – Education, Experience and Training

Minimum High School Diploma required. Minimum of one year of experience in the field is required. Minimum of three years of experience in the field is preferred. Must possess certifications in First Aid and CPR/AED within 90 days of employment.

Duties and Responsibilities

A. Essential Functions

- Organize, coordinate, supervise, and evaluate a schedule of aquatic party and rental events.
- Hire, train, and schedule party staff.
- Purchase necessary supplies for parties and rentals.
- Develop and coordinate party packages for aquatic rental spaces.
- Follow all established safety rules and regulations.
- Attend all trainings and meetings as required.
- Perform other related duties as assigned.

B. Marginal Functions

- Work with patrons in a positive, energetic and enthusiastic manner.
- Excellent communication and leadership skills.
- Ability to work in a team oriented environment.
- Self-motivation.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.\

C. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.

- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Aquatics Swim Instructor
Department: Recreation
Division: Barefoot Bay
Supervisor: Aquatics Manager
Classification: Seasonal: Non-Exempt - Hourly

Summary

The primary responsibility of a Swim Instructor is to provide education and training to swim lessons participants in accordance to Park District guidelines and in an environment that is safe, nonthreatening, and fun.

Qualifications – Education, Experience and Training

Individuals must be 16 years of age, or older to be a Swim Instructor. The individual must be able to work with children of many different ages. The individual must demonstrate maturity. The individual must complete Swim Instructor training. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Instructors are directly responsible to the Swim Lesson Coordinator and Supervisor.
- Introduce aquatics skills at various levels and teach with enthusiasm, knowledge, discipline, and care.
- Have a planned lesson before each class.
- Arrive for lessons at least 15 minutes before each lesson in order to set up for class.
- Be effective and tactful with parents and participants.
- Report all unsafe conditions to Supervisor.
- Instruct using correct techniques and demonstrations.
- Maintain accurate attendance and progress records on all students.
- Complete all progress and final certificates for students by the required date.
- Make Swim Lessons Coordinator aware if there are children that need to be moved up or down to another level based on their skill.
- Maintain a neat and well-groomed appearance while on duty and remain in Park District uniform attire.
- Be very familiar with established Emergency Action Plan and perform appropriate skills and procedures under this plan.
- Accurately record all time worked.
- Practice and follow all policies and procedures as stated in the staff manual and directed by Supervisor.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Assist with district wide special events and special projects.
- Maintain membership in professional organizations.
- Assist with emergency procedures and building evacuations.

- Ensure compliance with safety, health, and loss control policies and procedures of the District.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.\

B. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

C. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.

- Project a positive image and neat appearance to visitors of the park district.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Aquatics Swim Lesson Coordinator
Department: Recreation
Division: Barefoot Bay
Supervisor: Aquatics Supervisor
Classification: Seasonal: Non-Exempt - Hourly

Summary

The primary responsibility of a Swim Lesson Coordinator is to plan, organize, conduct and supervise all swim lesson classes providing education and training to swim lessons participants in accordance to Park District guidelines and in an environment that is safe, non-threatening, and fun. Train and certify Swim Instructors.

Qualifications – Education, Experience and Training

Individual must be at least 18 years of age. Previous Swim Instructor experience. Minimum of High School Degree. Current Star Guard Swim Instructor Certificate is preferred. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Lesson Coordinator is directly responsible to the Aquatics Supervisor.
- Organize and conduct Swim Instructor training sessions.
- Supervise all swim lesson classes and be accessible to parents and instructors.
- Ensure that adequate instructors are present at all swim lesson classes.
- Make recommendations to the Aquatics Supervisor regarding improvements and changes to current swim lessons program.
- Handle all parental concerns in a friendly, efficient, and professional manner.
- Perform other related duties as assigned.

B. Marginal Functions

- Ensure all paperwork is completed in a timely fashion
- Set due dates for instructors on progress reports and final certificates.
- Maintain accurate records regarding attendance and participant progress.
- Ensure that there are enough supplies for all swim classes and inform Aquatics Supervisor when more supplies are needed.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.\

C. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Barefoot Bay Concessions Attendant
Department: Recreation
Division: Barefoot Bay
Supervisor: Aquatics Manager
Classification: Seasonal: Non-Exempt - Hourly

Summary

The Barefoot Bay Concessions Attendant will be responsible for a wide variety of duties including, but not limited to, providing exceptional customer service, greeting and preparing food orders for members and patrons, and handling food sales. This position requires varying hours including, weekends and holidays. The Barefoot Bay Concessions Attendant reports to the facility Shift Manager. The Barefoot Bay Concessions Attendant will also work closely with the Aquatics Manager.

Qualifications – Education, Experience and Training

Must be at least 16 years of age. Must be able to work in a public and professional manner. The individual must show maturity. The individual must demonstrate the ability to accurately use addition, subtraction, division, multiplication, fractions, and decimals. The individual must show proficiency with the Park District computer system. CPR, First Aid and AED Certification required and if not certified, he/she must become certified. Must pass Food Handler Certification upon hire.

Duties and Responsibilities

A. Essential Functions

- Directly responsible to Supervisors and Deck Managers.
- Maintain accurate records of pass purchases, daily fees received, program attendance, and daily attendance.
- Ensure all pass holders have an accurate and up to date pass.
- Report all unsafe conditions to a Supervisor and, or Deck Manager.
- Complete all assigned cleaning duties and keep the cash area in a tidy and organized manner.
- Be very familiar with established Emergency Action Plan.
- Report on time for all scheduled shifts.
- Accurately record inventory deductions.
- Practice and follow all policies and procedures as stated in the staff manual and directed by Supervisors and Deck Managers.
- Perform other related duties as assigned.

B. Marginal Functions

- Ensure there are enough supplies and inform manager when supplies are running low.
- Always keep enough change on hand and inform manager when change is running low.
- Maintain a neat and well-groomed appearance in Park District uniform attire while on duty.
- Be aware of all rules and regulations for the facility and enforce those rules before allowing entry into the facility.
- Be aware of all rates and hours for the facility.
- Be friendly and polite when dealing with the public.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and be publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.\

C. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

D. Cognitive Considerations

- Employee must have the ability to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspects of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

E. Safety Considerations

- Employee must be able to follow directions from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Barefoot Bay Concessions Manager
Department: Recreation
Division: Barefoot Bay
Supervisor: Aquatics Manager
Classification: Seasonal: Non-Exempt - Hourly

Summary

The primary responsibility of a Barefoot Bay Concessions Manager is to oversee the daily operations of the Barefoot Bay Concessions area. Concessions Manager will be responsible for a wide variety of duties including, but not limited to, supervising and training Concessions Attendants, ordering concession supplies, preparing food orders and handling food sales. This position requires varying hours including, weekends and holidays.

Qualifications – Education, Experience and Training

Must be at least 18 years of age. Must be able to work in a public and professional manner. The individual must show maturity. The individual must demonstrate the ability to accurately use addition, subtraction, division, multiplication, fractions, and decimals. The individual must show proficiency with the Park District computer system. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Directly responsible to Supervisors and Deck Managers.
- Maintain accurate records of pass purchases, daily fees received, program attendance, and daily attendance.
- Ensure all pass holders have an accurate and up to date pass.
- Report all unsafe conditions to a Supervisor and, or Deck Manager.
- Complete all assigned cleaning duties and keep the cash area in a tidy and organized manner.
- Be very familiar with established Emergency Action Plan.
- Report on time for all scheduled shifts.
- Accurately record inventory deductions.
- Practice and follow all policies and procedures as stated in the staff manual and directed by Supervisors and Deck Managers.
- Perform other related duties as assigned.

B. Marginal Functions

- Ensure there are enough supplies and inform manager when supplies are running low.
- Always keep enough change on hand and inform manager when change is running low.
- Maintain a neat and well-groomed appearance in Park District uniform attire while on duty.
- Be aware of all rules and regulations for the facility and enforce those rules before allowing entry into the facility.
- Be aware of all rates and hours for the facility.
- Be friendly and polite when dealing with the public.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.\

C. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Barefoot Bay Deck Manager
Department: Recreation
Division: Barefoot Bay
Supervisor: Aquatics Manager
Classification: Seasonal: Non-Exempt - Hourly

Summary

Under the supervision of the Aquatics Manager the Deck Supervisor will assist in the supervision of staff on a day-to-day basis. The position will consist of a variety of hours including days, nights, weekends, and holidays. Day to day reporting Barefoot Bay Shift Manager.

Qualifications – Education, Experience and Training

A minimum of a high school diploma (or equivalent.) Must hold current certification as a Starfish Lifeguard. Must demonstrate leadership in aquatics programs and previous experience preferred in supervision of aquatics personnel and facility operations. Must have superior leadership, organization and lifeguard skills. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Provide good customer service and a satisfying experience for all patrons.
- Supervision of all aquatic operations.
- Handle all patron complaints and concerns in a timely and efficient manner.
- Assist in staff training in job skills, policies, and procedures.
- Supervise all facility operations and maintain all equipment and supplies.
- Be familiar with all equipment that is necessary at the facility, such as rescue tubes, AED, oxygen, spinal boards, rescue boards, first aid equipment, mechanical equipment, concession equipment, cash equipment, and all other administrative equipment.
- Be familiar with the Emergency Action Plan for the facility and instruct staff in its steps.
- Approach and interact with all patrons in a friendly and professional manner.
- Promote the facility and facility events.
- Maintain all checklists, maintenance logs, first aid checklists, cleaning/duty checklists, water quality logs, accident/incident reports logs, rescue reports, and any other pertinent logs/checklists
- Maintain the office and all supplies.
- Attend Staff Meetings.
- Perform other related duties as assigned.

B. Marginal Functions

- Assist with rentals, parties, and special events if needed.
- Administer first aid when needed.
- Keep all supplies stocked and all equipment in working order.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.\

B. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

C. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.

- Project a positive image and neat appearance to visitors of the park district.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Barefoot Bay Shift Manager
Department: Recreation
Division: Barefoot Bay, Diamond Lake and Spray Park
Supervisor: Aquatics Manager
Classification: Seasonal: Non-Exempt - Hourly

Summary

Under the supervision of the Aquatics Manager the Barefoot Bay Shift Manager will assist in the supervision of Deck Supervisors, lifeguards, cashiers and concessions workers on a day-to-day basis at Barefoot Bay and the Spray Park. The position will consist of a variety of hours including days, nights, weekends, and holidays.

Qualifications – Education, Experience and Training

A minimum of a high school diploma (or equivalent.) Must demonstrate leadership in aquatics programs and previous experience preferred in supervision of aquatics personnel and facility operations. Must have superior leadership, organization and lifeguard skills. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Provide good customer service and a satisfying experience for all patrons.
- Supervision of all Aquatics operations.
- Handle all patron complaints and concerns in a timely and efficient manner.
- Assist in staff training in job skills, policies, and procedures.
- Assist in the scheduling and supervision of all staff members.
- Supervise all facility operations and maintain all equipment and supplies.
- Be familiar with all equipment that is necessary at the facility, such as rescue tubes, AED, oxygen, spinal boards, rescue boards, first aid equipment, mechanical equipment, concession equipment, cash equipment, and all other administrative equipment.
- Be familiar with the Emergency Action Plan for the facility and instruct staff in its steps.
- Approach and interact with all patrons in a friendly and professional manner.
- Promote the facility and facility events.
- Maintain all checklists, maintenance logs, first aid checklists, cleaning/duty checklists, water quality logs,
- accident/incident reports logs, rescue reports, and any other pertinent logs/checklists
- Maintain the office and all supplies.
- Attend Staff Meetings.
- Perform other related duties as assigned.

B. Marginal Functions

- Assist with rentals, parties, and special events if needed.
- Administer first aid when needed.
- Keep all supplies stocked and all equipment in working order.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.\

B. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

C. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Beach Shift Manager
Department: Recreation
Division: Barefoot Bay, Diamond Lake and Spray Park
Supervisor: Aquatics Manager
Classification: Seasonal: Non-Exempt - Hourly

Summary

Under the supervision of the Aquatics Manager the Beach Shift Manager will assist in the supervision of lifeguards and cashiers on a day-to-day basis at Diamond Lake Beach. The position will consist of a variety of hours including days, nights, weekends, and holidays.

Qualifications – Education, Experience and Training

A minimum of a high school diploma (or equivalent.) Must demonstrate leadership in aquatics programs and previous experience preferred in supervision of aquatics personnel and facility operations. Must have superior leadership, organization and lifeguard skills. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Provide good customer service and a satisfying experience for all patrons.
- Supervision of all Aquatics operations.
- Handle all patron complaints and concerns in a timely and efficient manner.
- Assist in staff training in job skills, policies, and procedures.
- Assist in the scheduling and supervision of all staff members.
- Supervise all facility operations and maintain all equipment and supplies.
- Be familiar with all equipment that is necessary at the facility, such as rescue tubes, AED, oxygen, spinal boards, rescue boards, first aid equipment, mechanical equipment, concession equipment, cash equipment, and all other administrative equipment.
- Be familiar with the Emergency Action Plan for the facility and instruct staff in its steps.
- Approach and interact with all patrons in a friendly and professional manner.
- Promote the facility and facility events.
- Maintain all checklists, maintenance logs, first aid checklists, cleaning/duty checklists, water quality logs,
- accident/incident reports logs, rescue reports, and any other pertinent logs/checklists
- Maintain the office and all supplies.
- Attend Staff Meetings.
- Perform other related duties as assigned.

B. Marginal Functions

- Assist with rentals, parties, and special events if needed.
- Administer first aid when needed.
- Keep all supplies stocked and all equipment in working order.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.\

B. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

C. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Indoor Pool Lifeguard
Department: Recreation
Division: Indoor Pool
Supervisor: Aquatics Supervisor
Classification: Part-Time: Non-Exempt - Hourly

Summary

The primary responsibility of a lifeguard is to protect the life and well-being of each person using the swimming area. A lifeguard will be able to anticipate dangerous situations and actually prevent an accident before it occurs. All lifeguards are required to become familiar with the aquatic guidelines, safety duties, lifeguarding guidelines and emergency procedures.

Qualifications – Education, Experience and Training

Must be 16 years of age or older. Prefer current Star guard certification through Starfish Aquatics Institute. Prefer current CPR, AED, Oxygen, and First Aid Certification through Starfish Aquatics Institute. Past experience as a lifeguard and/or swimming are helpful. Must successfully complete vision screening test. 20/30 or better, in either eye uncorrected or with correction. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- After training, pass a Star guard certification through Starfish Aquatics Institute.
- After training, pass CPR, AED, Oxygen, and First Aid Certification through Starfish Aquatics Institute.
- Follow correct lifesaving techniques and established emergency procedures.
- Follow all practices and policies set by Starfish Aquatics Institute.
- Attend four hours of in-service training each month.
- Guarantee the safety and well-being of the patrons.
- Reports to Supervisor/Manager on duty.
- Enforce all policies, rules and regulations established by the Mundelein Park and Recreation District, with particular attention to those designed for the facility one is positioned at.
- Be effective and tactful with all patrons.
- Report all unsafe conditions to Supervisor and/or Manager on duty.
- Reports on time for shifts ready to assume duties at the prescribed time.
- Perform other related duties as assigned.

B. Marginal Functions

- Test water. Chemical reading for chlorine and PH.
- District swimsuit must be worn at all times when on duty. Sunglasses, sunscreen and visor must be worn (only at outdoor facilities) while in guard rotation.
- Responsible for reading and understanding the policies outlined in the Aquatics Employee Manual.
- Reports on time for shifts ready to assume duties at the prescribed time.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.\

B. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

C. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

**Mundelein Park & Recreation District
Job Description**

Job Title: Indoor Pool Swim Instructor
Department: Recreation
Division: Indoor Pool
Supervisor: Aquatics Supervisor
Classification: Part Time: Non-Exempt - Hourly

Summary

The primary responsibility of a Swim Instructor is to provide education and training to swim lessons participants in accordance to Park District guidelines and in an environment that is safe, nonthreatening, and fun.

Qualifications – Education, Experience and Training

Individuals must be 16 years of age, or older to be a Swim Instructor. The individual must be able to work with children of many different ages. The individual must demonstrate maturity. The individual must complete Swim Instructor training. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Instructors are directly responsible to the Swim Lesson Coordinator and Supervisor.
- Introduce aquatics skills at various levels and teach with enthusiasm, knowledge, discipline, and care.
- Have a planned lesson before each class.
- Arrive for lessons at least 15 minutes before each lesson in order to set up for class.
- Be effective and tactful with parents and participants.
- Report all unsafe conditions to Supervisor.
- Instruct using correct techniques and demonstrations.
- Maintain accurate attendance and progress records on all students.
- Complete all progress and final certificates for students by the required date.
- Make Swim Lessons Coordinator aware if there are children that need to be moved up or down to another level based on their skill.
- Maintain a neat and well-groomed appearance while on duty and remain in Park District uniform attire.
- Be very familiar with established Emergency Action Plan and perform appropriate skills and procedures under this plan.
- Accurately record all time worked.
- Practice and follow all policies and procedures as stated in the staff manual and directed by Supervisor.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Assist with district wide special events and special projects.
- Maintain membership in professional organizations.
- Assist with emergency procedures and building evacuations.
- Ensure compliance with safety, health, and loss control policies and procedures of the District

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.\

B. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

C. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

**Mundelein Park & Recreation District
Job Description**

Job Title: Indoor Pool Swim Lesson Coordinator
Department: Recreation
Division: Indoor Pool
Supervisor: Aquatics Manager
Classification: Part Time: Non-Exempt - Hourly

Summary

The primary responsibility of a Swim Lesson Coordinator is to plan, organize, conduct and supervise all swim lesson classes providing education and training to swim lessons participants in accordance to Park District guidelines and in an environment that is safe, non-threatening, and fun. Swim Lesson Coordinator will also train and certify Swim Instructors.

Qualifications – Education, Experience and Training

Individual must be at least 18 years of age. Previous Swim Instructor experience. Minimum of High School Degree and some college. Individual must demonstrate maturity. Prefer current Star guard Certificate. WSI is helpful. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Lesson Coordinator is directly responsible to the Aquatics Supervisor.
- Organize and conduct Swim Instructor training sessions.
- Supervise all swim lesson classes and be accessible to parents and instructors.
- Ensure that adequate instructors are present at all swim lesson classes.
- Make recommendations to the Aquatics Supervisor regarding improvements and changes to current swim lessons program.
- Handle all parental concerns in a friendly, efficient, and professional manner.
- Perform other related duties as assigned.

B. Marginal Functions

- Ensure all paperwork is completed in a timely fashion
- Set due dates for instructors on progress reports and final certificates.
- Maintain accurate records regarding attendance and participant progress.
- Ensure that there are enough supplies for all swim classes and inform Aquatics Supervisor when more supplies are needed.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the District.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Athletics Program Instructor
Department: Recreation
Division: Athletics
Supervisor: Athletics Supervisor
Classification: Part-Time: Non-Exempt - Hourly

Summary

Program Instructor is responsible for instructing participants in a specialty area as determined by the Athletics Supervisor. The Program Instructor plans their program to meet participant needs and program objectives. Explain and demonstrate techniques and skills

Qualifications – Education, Experience and Training

Experienced in program area the instructor intends to teach. Must be 16 years old. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Responsible for daily set up and cleanup of program space.
- Develop lesson plans to include a balanced program and organize daily class time to maximize class outcomes.
- Evaluate each participant's performance and technique.
- Keep appropriate records including attendance reports and other records as necessary.
- Maintain a classroom atmosphere that is conducive to learning.
- Maintain professional competence in program techniques.
- Fill out accident reports as needed.
- Maintain knowledge of park policies, confidentiality of student and staff records and information.
- Performs other related duties as necessary.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Assist with district wide special events and special projects.
- Maintain membership in professional organizations.
- Assist with emergency procedures and building evacuations.
- Ensure compliance with safety, health, and loss control policies and procedures of the District.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

C. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

**Mundelein Park & Recreation District
Job Description**

Job Title: Athletics Coordinator
Department: Recreation
Division: Athletics
Supervisor: Athletics Supervisor
Classification: Part-Time: Non-Exempt - Hourly

Summary

The Athletic Coordinator coordinates, supervises, plans and evaluates assigned aspects of the athletic programs. Responsibilities also include coordinating gymnasium and facility rentals. This position requires working nights, weekends and holidays as needed to successfully carry out the essential functions of this job.

Qualifications – Education, Experience and Training

Minimum High School Diploma required. Minimum of one years' experience running athletic programs and leagues is preferred. B.A. or B.S. in Recreation Administration, physical education, exercise science or related field is preferred. Must possess certifications in First Aid and CPR/AED within 90 days of employment. Candidate must also possess a valid Illinois class "D" driver's license.

Duties and Responsibilities

A. Essential Functions

- Assist with the coordination of athletic programs. Instruct programs and workshops, and host tournaments and athletic events.
- Develop a diversified program offering.
- Prepare seasonal brochure information and creating publicity materials in cooperation with the marketing department.
- Work with staff to create yearly calendar of programs and events.
- Develop timetables for specific projects.
- Complete assigned reports, projects and research studies.
- Review and evaluate all athletic programs and events making recommendations for change and improvements as required to meet the public demand.
- Compile budgets in all areas of responsibility and submit to Athletics Supervisor.
- Make recommendations on personnel matters involving staff to the Athletics Supervisor.
- Remain informed of current trends and issues in related areas of responsibility.
- Recruits, hires, trains, supervises, terminates, schedules and evaluates staff, volunteers and instructors.
- Prepare cost analysis budgeting of programs and activities.
- Prepare reports, statistics and evaluations on programs and personnel.
- Perform all job tasks within the rules and guidelines of the District's safety program.
- Order, purchase and coordinate assigned program supplies and equipment.
- Complete a monthly board report.
- Maintains a strong relationship as the Park District liaison with the affiliate programs (MBSA, AYSO and Lake County Stallions).
- Coordinates Mundelein Girl's Feeder Basketball program.
- Coordinate gymnasium and facility rentals including the supervision and scheduling of rental staff.
- Ensure coverage for rental events and programs, work shifts as necessary.
- Ensures proper set up and clean-up of rentals.
- Evaluates rental events and works with Registration staff to process security deposits.
- Process payroll.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Assist in leading instructional programs.
- Assist with district wide special events and special projects.
- Ensure gymnasium and facility rentals are staffed.
- Prepare reports, statistics and evaluations on programs and personnel.
- Meet with outside agencies and groups as directed by the Athletics Supervisor.
- As directed, participate in professional committees, conferences, workshops, and classes to improve job knowledge and management skills.
- Serve on District committees as requested.
- Assist with emergency procedures and building evacuation.
- Ensure compliance with safety, health, and loss control policies and procedures of the District.

Considerations**A. Psychological Considerations**

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the District.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Athletic Program Attendant
Department: Recreation
Division: Athletics
Supervisor: Athletics Manager
Classification: Part-Time: Non-Exempt-Hourly

Summary

Athletic Program Attendants are responsible for the supervision of programs and athletic rentals held at one of Mundelein Park & Recreation District's facilities. Program Attendants may also be responsible for assisting with the instruction of programs.

Qualifications – Education, Experience and Training

Must be a minimum of 16 years old. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Greet and check in the renter responsible for the event.
- Complete set up and take down for the event.
- Verify the set-up is appropriate and as planned.
- Walk through rental space with renter to review pre-event facility conditions.
- Monitor the event and enforce rules as necessary.
- Monitor common areas for cleanliness, and performs light cleaning as needed.
- Remove any full garbage containers that build up.
- Check the parking lot for alcohol use and any other suspicious behavior.
- At the end of the event, review facility conditions with renter to make sure there is no damage and to verify cleanliness.
- Clean up facility following the event.
- Complete pre and post-event rental report.
- Performs related duties as assigned.

B. Marginal Functions

- Keep in consideration all safety guidelines and procedures.
- Maintain materials and storage areas.
- Meet regular and predictable attendance requirements.
- Participate in staff meetings.
- Perform other related duties as assigned.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

C. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

**Mundelein Park & Recreation District
Job Description**

Job Title: Child Care Assistant Teacher
Department: Recreation
Division: Big & Little
Supervisor: Child Development Director
Classification: Part-Time – Non-Exempt – Hourly

Summary

Under the direction of the Child Development Director, the Early Childhood Assistant Teacher is responsible for assisting the Classroom Teacher with the planning, organization and facilitation of learning for children in the classroom. The Early Childhood Assistant Teacher is responsible for creating a safe, nurturing, and developmentally appropriate learning environment where positive self-concepts are enhanced, independence is encouraged, and individuality is respected.

Qualifications – Education, Experience and Training

Minimum High School Diploma required. Minimum of one year of experience in the field is preferred. Must possess certifications in First Aid and CPR/AED within 90 days of employment.

Duties and Responsibilities

A. Essential Functions

- Assist in planning, organizing and conducting a stimulating, developmentally appropriate early childhood program, consistent with the philosophy and policies of the Center.
- Function as a member of the teaching team by planning and working cooperatively with coworkers.
- Assist in maintaining responsibility for daily implementation of the program by helping prepare weekly lesson plans and conducting activities.
- Attend and participate in staff meetings, planning sessions, in-service trainings, and outside training needed to meet D.C.F.S. requirements with a minimum of 15 hours annual training.
- Review lesson plans on a daily basis. Implement new curriculum and technology as directed.
- Attend and participate in scheduled special events as assigned.
- Continuously seek ways to improve and deliver quality services to both external and internal customers.
- Quickly and diplomatically attend to questions, suggestions, and/or complaints received from parents and staff.
- Contribute to the organization, arrangement, safety and sanitation of the Child Development Center.
- Assist with parent-teacher conferences twice per year as scheduled by the Child Development Director.
- Assist in development of a portfolio for each child in your classroom, containing assessments, samples of work, photographs, progress notes, etc., to share with parents at conference time.
- Establish and maintain good working relationships with the Director, classroom Early Childhood Teacher, co-workers, children, parents and the community.
- Complete daily reports for each child.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary.
- Share responsibilities for general housekeeping and program maintenance.

- Maintain a neat, clean and orderly classroom.
- Clean and disinfect toys and equipment on a regular basis.
- Report any need for repairs or unsafe condition to the Child Development Director in a timely fashion.
- Submit requests for supplies to the Child Development Director.
- Read the Personal Information Form for each child in your classroom and be alert to any special circumstances, needs, allergies, or medical conditions.
- Assist in the completion of an Accident/Incident Report Form for all injuries to children while in attendance at the Center and inform the Child Development Director immediately.
- Support interactions with regulatory agencies in order to maintain conformity to legal standards and regulations.
- Assist with emergency procedures and building evacuations.
- Ensure compliance with safety, health, and loss control policies and procedures of the District.
- Demonstrate knowledge and awareness of safety precautions, emergency first aid procedures, and general health and developmental issues necessary for caring for the preschool child.
- As directed by the Child Development Director, participate in professional workshops and classes to improve job knowledge.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the District.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.

- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Early Childhood Teacher
Department: Big & Little Child Development Center
Supervisor: Child Development Director
Classification: Part-Time – Non-Exempt – Hourly

Summary

Under the direction of the Child Development Director, the Early Childhood Teacher is responsible for assisting the Lead Teacher with the planning, organization and facilitation of learning for children in the classroom. The Early Childhood Teacher is responsible for creating a safe, nurturing, and developmentally appropriate learning environment where positive self-concepts are enhanced, independence is encouraged, and individuality is respected.

Qualifications – Education, Experience and Training

Two years of credit (60 semester hours) from accredited college or university with a minimum of 6 semester hours in Early Childhood Development. Or, one year (30 semester hours) of child development experience, one year of college credits from an accredited college or university with 6 semester hours in Early Childhood Development or completion of the CDA National Credential Award System with a current credential as a Child Development Associate (CDA).

Duties and Responsibilities

A. Essential Functions

- Assist in planning, organizing and conducting a stimulating, developmentally appropriate early childhood program, consistent with the philosophy and policies of the Center.
- Function as a member of the teaching team by planning and working cooperatively with coworkers.
- Assist in maintaining responsibility for daily implementation of the program by helping prepare weekly lesson plans and conducting activities.
- Attend and participate in staff meetings, planning sessions, in-service trainings, and outside training needed to meet D.C.F.S. requirements with a minimum of 15 hours annual training.
- Develop curriculum. Review lesson plans on a daily basis. Implement new curriculum and technology as directed.
- Attend and participate in scheduled special events as assigned.
- Assess the individual needs and developmental patterns of the children, work with other staff to implement curriculum appropriate to meeting such need.
- Continuously seek ways to improve and deliver quality services to both external and internal customers.
- Quickly and diplomatically attend to questions, suggestions, and/or complaints received from parents and staff.
- Contribute to the organization, arrangement, safety and sanitation of the Child Development Center.
- Conduct parent-teacher conferences twice per year as scheduled by the Child Development Director.
- Assist in development of a portfolio for each child in your classroom, containing assessments, samples of work, photographs, progress notes, etc., to share with parents at conference time.

- Establish and maintain good working relationships with the Director, co-workers, children, parents and the community.
- Complete daily reports for each child.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary.
- Share responsibilities for general housekeeping and program maintenance.
- Maintain a neat, clean and orderly classroom.
- Clean and disinfect toys and equipment on a regular basis.
- Report any need for repairs or unsafe condition to the Child Development Director in a timely fashion.
- Submit requests for supplies to the Child Development Director.
- Read the Personal Information Form for each child in your classroom and be alert to any special circumstances, needs, allergies, or medical conditions.
- Assist in completing an Accident/Incident Report Form for all injuries to children while in attendance at the Center and inform the Child Development Director immediately.
- Support interactions with regulatory agencies in order to maintain conformity to legal standards and regulations.
- Assist with emergency procedures and building evacuations.
- Ensure compliance with safety, health, and loss control policies and procedures of the District.
- Demonstrate knowledge and awareness of safety precautions, emergency first aid procedures, and general health and developmental issues necessary for caring for the preschool child.
- As directed by the Child Development Director, participate in professional workshops and classes to improve job knowledge.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the District.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Early Childhood Teacher - Director Qualified
Department: Big & Little Child Development Center
Supervisor: Child Development Director
Classification: Part-Time – Non-Exempt – Hourly

Summary

Under the direction of the Child Development Director, the Early Childhood Teacher – Director Qualified is responsible for the planning, organization and facilitation of learning for children in the classroom. The Early Childhood Teacher – Director Qualified is responsible for creating a safe, nurturing, and developmentally appropriate learning environment where positive self-concepts are enhanced, independence is encouraged, and individuality is respected. The Early Childhood Teacher – Director Qualified will serve as a manager on duty in the absence of the Child Development Center.

Qualifications – Education, Experience and Training

Two years of credit (64 semester hours) in any discipline from an accredited college or university with a minimum of 21 semester hours in Early Childhood Development. Or, two years of child development experience from an accredited college or university, or one year of college credits with 10 semester hours in Early Childhood Development and proof of enrollment in an accredited college until 2 years credit and 21 semester hours in Early Childhood Development have been achieved.

Duties and Responsibilities

A. Essential Functions

- Assist in planning, organizing and conducting a stimulating, developmentally appropriate early childhood program, consistent with the philosophy and policies of the Center.
- Function as a member of the teaching team by planning and working cooperatively with co-workers.
- Assist in maintaining responsibility for daily implementation of the program by helping prepare weekly lesson plans and conducting activities.
- Attend and participate in staff meetings, planning sessions, in-service trainings, and outside training needed to meet D.C.F.S. requirements with a minimum of 15 hours annual training.
- Develop curriculum. Review lesson plans on a daily basis. Implement new curriculum and technology as directed.
- Attend and participate in scheduled special events as assigned.
- Assess the individual needs and developmental patterns of the children, work with other staff to implement curriculum appropriate to meeting such need.
- Continuously seek ways to improve and deliver quality services to both external and internal customers.
- Quickly and diplomatically attend to questions, suggestions, and/or complaints received from parents and staff.
- Contribute to the organization, arrangement, safety and sanitation of the Child Development Center.
- Conduct parent-teacher conferences twice per year as scheduled by the Child Development Director.

- Assist in development of a portfolio for each child in your classroom, containing assessments, samples of work, photographs, progress notes, etc., to share with parents at conference time.
- Establish and maintain good working relationships with the Director, co-workers, children, parents and the community.
- Complete daily reports for each child.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including working open and close shifts.
- Share responsibilities for general housekeeping and program maintenance.
- Maintain a neat, clean and orderly classroom.
- Clean and disinfect toys and equipment on a regular basis.
- Report any need for repairs or unsafe condition to the Child Development Director in a timely fashion.
- Submit requests for supplies to the Child Development Director.
- Read the Personal Information Form for each child in your classroom and be alert to any special circumstances, needs, allergies, or medical conditions.
- Assist in an Accident/Incident Report Form for all injuries to children while in attendance at the Center and inform the Child Development Director immediately.
- Support interactions with regulatory agencies in order to maintain conformity to legal standards and regulations.
- Assist with emergency procedures and building evacuations.
- Ensure compliance with safety, health, and loss control policies and procedures of the District.
- Demonstrate knowledge and awareness of safety precautions, emergency first aid procedures, and general health and developmental issues necessary for caring for the preschool child.
- As directed by the Child Development Director, participate in professional workshops and classes to improve job knowledge.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.

- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the District.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

**Mundelein Park & Recreation District
Job Description**

Job Title: Learning Center Assistant Teacher
Department: Recreation
Division: Learning Center
Supervisor: Child Development Director
Classification: Part Time: Non-Exempt – Hourly

Summary

The Learning Center Assistant Teacher is responsible for assisting the classroom teacher in planning, organizing and conducting the Learning Center program.

Qualifications – Education, Experience and Training

Must be 18 years of age. Bachelor's Degree in Early Childhood or Elementary Education, or an Associate Degree in Early Childhood or similar field, is preferred. Minimum High School Diploma is required. A minimum of one year's experience working in a preschool or similar setting is required. Must possess certifications in First Aid and CPR/AED within 90 days of employment.

Duties and Responsibilities

A. Essential Functions

- Assist in planning, organizing and conducting the Learning Center preschool classroom activities under the policies of the Mundelein Park & Recreation District.
- Assist the classroom teacher in preparing activities, gathering supplies, equipment and organizing craft projects.
- Maintain an organized inventory of supplies and equipment.
- Monitor the hallway and supervise children when they leave the classroom to use the restroom.
- Set up snack and juice for each group.
- Clean up snack area after snack.
- Meet with teachers regularly to review daily and monthly lesson plans.
- Assist in preparation and clean-up of preschool rooms, toys and equipment prior to and at the completion of the school year.
- Establish and maintain good working relationships with parents, co-workers and community groups.
- Greet parents and students daily.
- Performs other related duties as assigned.

B. Marginal Functions

- Reporting the need for repair or replacement in a timely manner.
- Attend and participate in all staff meetings and staff in-services.
- Be prepared to substitute for the teacher, in the event of their absence.
- Participate in professional workshops and classes to improve job knowledge.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

B. Environmental Considerations

- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- May experience weather conditions while outside with the children.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Employee must be able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve parent or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license or state identification card.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Learning Center Coordinator
Department: Recreation
Division: Learning Center
Supervisor: Child Development Director
Classification: Part Time: Non-Exempt – Hourly

Summary

The Learning Center Coordinator works under the direction of the Child Development Director. The Learning Center Coordinator supervises and directs the work of the Learning Center Teachers and Assistant Teachers. The Learning Center Coordinator ensures the proper delivery of classroom planning, organizing, and instruction to ensure a stimulating, developmentally appropriate early childhood program.

Qualifications – Education, Experience and Training

Must be 21 years of age. Bachelor's Degree in Early Childhood or Elementary Education, or an Associate Degree in Early Childhood or similar field, is required. A minimum of three years' experience working in a preschool or similar setting is required. Must possess certifications in First Aid and CPR/AED within 90 days of employment.

Duties and Responsibilities

A. Essential Functions

- Plan, organize and conduct a preschool classroom under the Park District program philosophy and policies.
- Attend and participate in staff meetings, planning sessions and in-service.
- Attend scheduled events such as parent night, meet the teacher, and field trips.
- Submit information for monthly newsletter in accordance with established time line.
- Prepare the classroom prior to the school year and clean up at the completion of the school year.
- Direct and supervise Assistant Teachers in preparing daily materials and classroom set ups.
- Schedule and conduct annual student Progress Reports for each student.
- Discuss children's conduct and progress with parents frequently.
- Maintain the classroom, equipment and supplies and report need for repair or replacement in a timely fashion.
- Establish and maintain good working relationships with parents, co-workers and the community.
- Check each child's background form to be sure they are complete, and be alert to any special circumstances/needs.
- Complete an Accident/Incident Report Form for all injuries to children while in attendance at preschool, and inform parents and supervisor immediately.
- Participate in professional committees, conferences, workshops, and classes to improve job knowledge and management skills.
- Be familiar with safety policies and procedures of the Mundelein Park & Recreation District knowing what to do in an emergency, keeping the children in class safe.

- Performs other related duties as assigned.

B. Marginal Functions

- Reporting the need for repair or replacement in a timely manner.
- Attend and participate in all staff meetings and staff in-services.
- Be prepared to substitute for the teacher, in the event of their absence.
- Participate in professional workshops and classes to improve job knowledge.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

B. Environmental Considerations

- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- May experience weather conditions while outside with the children.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Employee must be able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve parent or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license or state identification card.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated 5/9/22

Mundelein Park & Recreation District

Job Description

Job Title: Learning Center Preschool Camp Assistant Teacher
Department: Recreation
Division: Learning Center
Supervisor: Child Development Director
Classification: Part Time: Non-Exempt – Hourly

Summary

The Preschool Assistant Teacher is responsible for assisting the Preschool Camp Teacher in planning, organizing and conducting the Learning Center Preschool Camp program.

Qualifications – Education, Experience and Training

Must be 18 years of age. Bachelor's Degree in Early Childhood or Elementary Education, or an Associate Degree in Early Childhood or similar field, is preferred. Minimum High School Diploma is required. A minimum of one year's experience working in a preschool or similar setting is required. Must possess certifications in First Aid and CPR/AED within 90 days of employment.

Duties and Responsibilities

A. Essential Functions

- Assist in planning, organizing and conducting the preschool camp activities under the policies of the Mundelein Park & Recreation District.
- Assist the camp teacher in preparing activities, gathering supplies, equipment and organizing craft projects.
- Maintain an organized inventory of supplies and equipment.
- Monitor the hallway and supervise children when they leave the classroom to use the restroom.
- Set up snack and juice for each group.
- Clean up snack area after snack.
- Meet with staff regularly to review daily and weekly lesson plans.
- Assist in preparation and clean-up of preschool rooms, toys and equipment prior to and at the completion of the school year.
- Establish and maintain good working relationships with parents, co-workers and community groups.
- Greet parents and participants daily.
- Performs other related duties as assigned.

B. Marginal Functions

- Reporting the need for repair or replacement in a timely manner.
- Attend and participate in all staff meetings and staff in-services.
- Be prepared to substitute for the teacher, in the event of their absence.
- Participate in professional workshops and classes to improve job knowledge.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

B. Environmental Considerations

- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- May experience weather conditions while outside with the children.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Employee must be able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve parent or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license or state identification card.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Learning Center Preschool Camp Coordinator
Department: Recreation
Division: Learning Center
Supervisor: Child Development Director
Classification: Part Time: Non-Exempt – Hourly

Summary

The Learning Center Preschool Camp Coordinator works under the direction of the Child Development Director. The Learning Center Preschool Camp Coordinator supervises and directs the work of the Learning Center Preschool Camp Teachers and Assistant Teachers. The Learning Center Preschool Camp Coordinator ensures the proper planning, organization, and instruction of activities to ensure a stimulating, developmentally appropriate early childhood camp program.

Qualifications – Education, Experience and Training

Must be 21 years of age. Bachelor's Degree in Early Childhood or Elementary Education, or an Associate Degree in Early Childhood or similar field, is required. A minimum of three years' experience working in a preschool or similar setting is required. Must possess certifications in First Aid and CPR/AED within 90 days of employment.

Duties and Responsibilities

A. Essential Functions

- Plan, organize and conduct a preschool camp program under the Park District program philosophy and policies.
- Attend and participate in staff meetings, planning sessions and in-service.
- Attend scheduled events such as parent night, meet the teacher, and field trips.
- Plan weekly camp activities.
- Direct and supervise Camp Teachers and Assistant Teachers in preparing daily materials and classroom set ups.
- Discuss children's conduct and progress with parents frequently.
- Maintain the classroom, equipment and supplies and report need for repair or replacement in a timely fashion.
- Establish and maintain good working relationships with parents, co-workers and the community.
- Check each child's background form to be sure they are complete, and be alert to any special circumstances/needs.
- Complete an Accident/Incident Report Form for all injuries to children while in attendance at preschool, and inform parents and supervisor immediately.
- Participate in professional committees, conferences, workshops, and classes to improve job knowledge and management skills.
- Be familiar with safety policies and procedures of the Mundelein Park & Recreation District knowing what to do in an emergency, keeping the children in class safe.
- Performs other related duties as assigned.

B. Marginal Functions

- Reporting the need for repair or replacement in a timely manner.
- Attend and participate in all staff meetings and staff in-services.
- Be prepared to substitute for the teacher, in the event of their absence.
- Participate in professional workshops and classes to improve job knowledge.

Considerations**A. Physiological Considerations**

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

B. Environmental Considerations

- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- May experience weather conditions while outside with the children.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Employee must be able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve parent or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license or state identification card.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated 5/9/22

Mundelein Park & Recreation District

Job Description

Job Title: Learning Center Preschool Camp Teacher
Department: Recreation
Division: Learning Center
Supervisor: Child Development Director
Classification: Part-Time: Non-Exempt - Hourly

Summary

The Learning Center Preschool Camp Teacher is responsible for planning, organizing and conducting a preschool camp program with the assistance of a Preschool Camp Assistant Teacher. The Learning Center Camp Teacher reports daily to the Learning Center Preschool Camp Coordinator.

Qualifications – Education, Experience and Training

Must be 21 years of age. Bachelor's Degree in Early Childhood or Elementary Education, or an Associate Degree in Early Childhood or similar field, is preferred. Minimum High School Diploma is required. A minimum of two years' experience working in a preschool or similar setting is required. Must possess certifications in First Aid and CPR/AED within 90 days of employment.

Duties and Responsibilities

A. Essential Functions

- Plan, organize and conduct a preschool camp under the Park District program philosophy and policies.
- Attend and participate in staff meetings, planning sessions and in-service.
- Prepare activities, gather supplies, equipment and organizing craft projects.
- Maintain an organized inventory of supplies and equipment.
- Direct and aide the Learning Center Assistant Teacher in preparing materials and classroom for daily use.
- Discuss children's conduct and progress with parents frequently.
- Maintain the classroom, equipment and supplies and report need for repair or replacement in a timely fashion.
- Establish and maintain good working relationships with parents, co-workers and the community.
- Check each child's background form to be sure they are complete, and be alert to any special circumstances/needs.
- Complete an Accident/Incident Report Form for all injuries to children while in attendance at preschool, and inform parents and supervisor immediately.
- Participate in professional committees, conferences, workshops, and classes to improve job knowledge and management skills.
- Be familiar with safety policies and procedures of the Mundelein Park & Recreation District knowing what to do in an emergency, keeping the children in class safe.
- Performs other related duties as assigned.

B. Marginal Functions

- Reporting the need for repair or replacement in a timely manner.
- Attend and participate in all staff meetings and staff in-services.
- Be prepared to substitute for the teacher, in the event of their absence.
- Participate in professional workshops and classes to improve job knowledge.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

B. Environmental Considerations

- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- May experience weather conditions while outside with the children.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Employee must be able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve parent or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license or state identification card.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated 5/9/22

**Mundelein Park & Recreation District
Job Description**

Job Title: Learning Center Teacher
Department: Recreation
Division: Learning Center
Supervisor: Child Development Director
Classification: Part-Time: Non-Exempt - Hourly

Summary

The Learning Center Teacher is responsible for planning, organizing and conducting a preschool classroom with the assistance of an Assistant Teacher. The Learning Center Teacher reports daily to the Learning Center Coordinator.

Qualifications – Education, Experience and Training

Must be 21 years of age. Bachelor's Degree in Early Childhood or Elementary Education, or an Associate Degree in Early Childhood or similar field, is preferred. Minimum High School Diploma is required. A minimum of two years' experience working in a preschool or similar setting is required. Must possess certifications in First Aid and CPR/AED within 90 days of employment.

Duties and Responsibilities

A. Essential Functions

- Plan, organize and conduct a preschool classroom under the Park District program philosophy and policies.
- Attend and participate in staff meetings, planning sessions and in-service.
- Attend scheduled events such as parent night, meet the teacher, and field trips.
- Submit information for monthly newsletter in accordance with established time line.
- Prepare the classroom prior to the school year and clean up at the completion of the school year.
- Direct and aide the Learning Center Assistant Teacher in preparing materials and classroom for daily use.
- Schedule and conduct annual student Progress Reports for each student.
- Discuss children's conduct and progress with parents frequently.
- Maintain the classroom, equipment and supplies and report need for repair or replacement in a timely fashion.
- Establish and maintain good working relationships with parents, co-workers and the community.
- Check each child's background form to be sure they are complete, and be alert to any special circumstances/needs.
- Complete an Accident/Incident Report Form for all injuries to children while in attendance at preschool, and inform parents and supervisor immediately.
- Participate in professional committees, conferences, workshops, and classes to improve job knowledge and management skills.
- Be familiar with safety policies and procedures of the Mundelein Park & Recreation District knowing what to do in an emergency, keeping the children in class safe.
- Performs other related duties as assigned.

B. Marginal Functions

- Reporting the need for repair or replacement in a timely manner.
- Attend and participate in all staff meetings and staff in-services.
- Be prepared to substitute for the teacher, in the event of their absence.
- Participate in professional workshops and classes to improve job knowledge.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

B. Environmental Considerations

- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- May experience weather conditions while outside with the children.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Employee must be able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve parent or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license or state identification card.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated 5/9/22

Mundelein Park & Recreation District

Job Description

Job Title: Summer Camp Assistant Director
Department: Recreation
Division: Day Camp
Supervisor: School-Age Program Supervisor
Classification: Seasonal: Non-Exempt - Hourly

Summary

The Summer Camp Assistant Director provides a link between the counselors and the director. The Summer Camp Assistant Director is involved with the day-to-day operations of the camp. The Summer Camp Assistant Director will be expected to perform the duties of a counselor when needed. The Summer Camp Assistant Director is expected to provide leadership and good examples for the new and returning counselors.

Qualifications

Must be 18 years of age. Camp Counselor experience preferred. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Perform the duties of counselor.
- Perform the duties of the director when needed.
- Oversee planning of all specialty days.
- Assist with selection and planning of art projects.
- Keep a running inventory of supplies in cage.
- Knowledge and understanding of camp rules and procedures.
- Assist the director with the enforcement of counselor rules, being on time, duty sheet, etc.
- Assist directors with counselor evaluations.
- Assist with training for all counselors.
- Perform other related duties as assigned

B. Marginal Functions

- Share responsibilities for general housekeeping and program maintenance.
- Maintain a neat, clean and orderly classroom.
- Clean and disinfect toys and equipment on a regular basis.
- Report any need for repairs or unsafe condition to the Director in a timely fashion.
- Submit requests for supplies on the Supply Request Form.
- Read the Personal Information Form for each child in your classroom and be alert to any special circumstances, needs, allergies, or medical conditions.
- Assist in preparing an Accident/Incident Report Form for all injuries to children while in attendance at the Center and inform the Director immediately. Submit an Incident Report to the Risk Manager promptly and notify the parents. Include a brief written report of the incident on the Daily Report.
- Demonstrate knowledge and awareness of safety precautions, emergency first aid procedures, and general health and developmental issues necessary for caring for preschool children.
- Staff should be objective and maintain a united front on information relayed to parents.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

B. Environmental Considerations

- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- May experience weather conditions while outside with the children.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Employee must be able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve parent or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license or state identification card.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

**Mundelein Park & Recreation District
Job Description**

Job Title: Summer Camp Counselor
Department: Recreation
Division: Camp
Supervisor: School-Age Program Supervisor
Classification: Seasonal: Non-Exempt - Hourly

Summary

The counselors provide for the immediate care and attention of the campers. Responsible for planning and implementing small group activities. The counselors are responsible for each child for the duration of the program, regardless of the location.

Qualifications – Education, Experience and Training

Must be 16 years of age. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Understand, plan, organize, and conduct the program within the concept and outline determined by the MPRD.
- Adhere to the policies of the MPRD at all times.
- Make full use of the facility, equipment, supplies, and time available.
- Complete lesson plans each week, turning plans into the Director.
- Maintain discipline, good sportsmanship, and safety at all times.
- Attend staff meetings when scheduled.
- Handle all discipline problems according to MPRD standards.
- Fully complete Accident/Incident reports as needed.
- Complete and turn in time sheet to the Director.
- Make the Assistant Director aware of any supplies that are running low.
- Perform open/close duties as assigned.
- Perform duties as assigned on the duty sheet.
- Act as a member of a team that is responsible for planning one or more specialty days.
- Assist when help is needed.
- Participate in workshops and classes to improve job knowledge.
- Perform other related duties assigned.

B. Marginal Functions

- Share responsibilities for general housekeeping and program maintenance.
- Maintain a neat, clean and orderly classroom.
- Clean and disinfect toys and equipment on a regular basis.
- Report any need for repairs or unsafe condition to the Director in a timely fashion.
- Submit requests for supplies on the Supply Request Form.
- Read the Personal Information Form for each child in your classroom and be alert to any special circumstances, needs, allergies, or medical conditions.
- Assist in preparing an Accident/Incident Report Form for all injuries to children while in attendance at the Center and inform the Director immediately. Submit an Incident Report to the Risk Manager promptly and notify the parents. Include a brief written report of the incident on the Daily Report.
- Demonstrate knowledge and awareness of safety precautions, emergency first aid procedures, and general health and developmental issues necessary for caring for preschool children.

- Staff should be objective and maintain a united front on information relayed to parents.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

B. Environmental Considerations

- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- May experience weather conditions while outside with the children.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Employee must be able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve parent or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license or state identification card.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

Mundelein Park & Recreation District
Job Description

Job Title: Summer Camp Director
Department: Recreation
Division: Camp
Supervisor: School-Age Program Supervisor
Classification: Seasonal: Non-Exempt - Hourly

Summary

The Summer Camp Director is responsible for the daily operations of the camp. These duties include, coordinating the day camp program, supervision of day camp staff, providing a safe healthy camp environment for participants. The Camp Director works closely with the Recreation Supervisor to ensure a quality comprehensive camp program.

Qualifications – Education, Experience and Training

Must be 18 years of age. Experience working with children. Studying education in college. Previous camp counselor experience. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Interview day camp staff.
- Interact with parents in a friendly professional manner.
- Assign campers to groups.
- Assign counselors to groups.
- Make duty sheet.
- Plan field trips.
- Order art projects.
- Oversee/Explain art to campers and counselors.
- Make camp rules.
- Ensure that counselors are enforcing all camp rules.
- Provide timely evaluations for counselors.
- Be aware of all major health issues for all campers.
- Administer all medication to campers.
- Provide contact with administration of Park District.
- Oversee training for all counselors.
- Look over/approve all counselor lesson plans.
- Lead parents' night and counselor meetings.
- Be available as a resource for counselors.
- Perform other related duties as assigned.

B. Marginal Functions

- Ensure staff carry out responsibilities for general housekeeping and program maintenance.
- Maintain a neat, clean and orderly classroom.
- Clean and disinfect toys and equipment on a regular basis.
- Report any need for repairs or unsafe condition to supervisor in a timely fashion.
- Submit requests for supplies on the Supply Request Form.
- Read the Personal Information Form for each child in your classroom and be alert to any special circumstances, needs, allergies, or medical conditions.
- Assist in preparing an Accident/Incident Report Form for all injuries to children while in attendance at the Center and inform the Director immediately. Submit an Incident Report to the Risk Manager promptly and notify the parents. Include a brief written report of the incident on the Daily Report.
- Demonstrate knowledge and awareness of safety precautions, emergency first aid procedures, and general health and developmental issues necessary for caring for preschool children.
- Staff should be objective and maintain a united front on information relayed to parents.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

B. Environmental Considerations

- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- May experience weather conditions while outside with the children.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Employee must be able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve parent or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license or state identification card.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

**Mundelein Park & Recreation District
Job Description**

Job Title: Dance Assistant Instructor
Department: Recreation
Division: Dance
Supervisor: Dance Coordinator
Classification: Part-Time: Non-Exempt - Hourly

Summary

The Dance Assistant teacher is responsible for instructing students in dance as determined by the teacher. The assistant may demonstrate techniques and methods of dance, lead students in execution of dance steps, choreograph and direct dance performances according to style of dancing taught.

Qualifications – Education, Experience and Training

Must be at least 16 years old. Experienced in dance performance. Ability to work with young children and follow direction. Pleasant and friendly personality. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Evaluate each student's performance and technique.
- Maintain a classroom atmosphere that is conducive to learning.
- Maintain competence in dance techniques.
- Prepare students to perform dances for the annual dance recital.
- Keep an open line of communication with the lead instructor, keeping them informed as to the progress of the students.
- Work as a team with the dance staff to achieve the overall purpose of the program.
- Demonstrate good communication skills teaching a classroom.
- Greet parents and students.
- Display a cooperative, positive attitude when working with staff and students.
- At no time should an instructor assistant be in a closed room alone with a child, either another child, parent or staff member should be present.
- Do not release a child to anyone without written permission from the parents.
- Responsible for all certain aspects of the annual spring dance recital.
- Spring dance recital includes measuring students for costumes, music and costume selection, choreography, stage lighting needs, and student direction at the dress rehearsal and recital.
- Maintain a knowledge of park policies, confidentiality of student and staff records and information. Performs other related duties as assigned.

B. Marginal Functions

- Meet regular and predictable attendance requirements.
- Submit availability for class scheduling purposes when requested.
- Fill out accident reports as needed.
- Keep in consideration all safety guidelines and procedures.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- Medium strength of 40 to 50 lbs.

B. Environmental Considerations

- May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.
- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District area.

C. Environmental Considerations

- Activities performed indoors which would include temperature and lighting.
- May be exposed to elements when driving to a meeting or to perform job duties at another facility.

D. Cognitive Considerations

- Employee must be able to listen, hear and speak.
- Job occasionally involves exposure to outdoor conditions.
- Use of hands and fingers will regularly be required, and the ability to stand, sit and walk for extended periods of time.
- Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust and focus.

E. Safety Considerations

- Worker must be able to follow direction from supervisor with safe and effective follow through.
- Worker must be able to use good safety awareness and judgment.
- Worker must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-employment reference check.
- Submit to a pre-employment state criminal background check.
- Submit proof of date of birth.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Dance Coordinator
Department: Recreation
Division: Dance
Supervisor: Recreation Programs Manager
Classification: Part-Time: Non-Exempt - Hourly

Summary

The Dance Coordinator is responsible for leading all dance operations. The Dance Coordinator recruits, hires, trains, supervises, terminates, schedules and evaluates all dance instructors. Oversee the day-to-day operations of dance and manage inventory equipment and supplies assigned. Train dance instructors on policies, procedures and curriculum as outlined for parents and participants.

Qualifications – Education, Experience and Training

Must be at least 21 years of age. Minimum 3-5 years' experience teaching dance. Background in Classical Ballet technique from a School of Dance or college degree in Dance. Demonstrated maturity, reliability, initiative and responsibility. Ability to provide excellent guest service and the ability to positively interact with guests on a daily basis. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Physical ability and endurance to perform the job as required.
- Maintain a professional image and enforce all rules, regulations, and work to create a safe environment.
- Performs the job safely and in compliance with Park District policies, procedures, work and safety rules.
- Demonstrate a thorough working knowledge of all safety, rescue and first aid procedures at the facility.
- Prepares annual budget projections and monitors revenue and expenses in areas of responsibility.
- Prepares bi-weekly payroll, program evaluations, and any special reports requested by the Superintendent.
- Prepares seasonal brochure information and creates publicity materials.
- Evaluates the effectiveness of existing programs and submits recommendations for program development, changes and pricing structure to the Manager.
- Supervises, trains and evaluates part time staff.
- Utilizes district's computer software and systems applicable to area.
- Researches current trends and develops new programs in response to the community's needs and desires.
- Ensures goals are being met within area of responsibility as well as being a productive team member to achieve division and department goals.
- Accept responsibility for the cleanliness of the facility as assigned.
- Oversee the day-to-day operations of camp.
- Supervise and discipline all staff.
- Inventory equipment and supplies assigned to your camp.
- Assist staff to plan and implement a variety of recreational activities.

- Prepare a list on any items needed and submit to the Manager.
- Plan trainings.
- Establish necessary policies or procedures of dance.
- Prepare parent letter for dance.
- Prepare rosters for daily attendance sheets.
- Communicate regularly with the Manager/Superintendent regarding the dance operation.
- Assist staff in participant discipline.
- Serve as a resource person to instructors.
- Evaluate staff after each session.
- Assist staff in completing all accident/incident forms correctly.
- Organizes all emergency forms and releases and has them readily assessable at all times.
- Other duties as assigned.

B. Marginal Functions

- Keep in consideration all safety guidelines and procedures.
- Maintain materials and storage areas.
- Meet regular and predictable attendance requirements.
- Participate in staff meetings.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- Medium strength of 40 to 50 lbs.

B. Environmental Considerations

- May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.
- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Able to communicate in English, both verbally and in writing.
- Possess time management and organizational skills to effectively perform his/her job.
- Demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Able to make judgments with respect to confidentiality of information and problem solving.
- Use good safety awareness and judgment in all aspects of the position.

D. Safety Considerations

- Follow direction from supervisor with safe and effective follow through.
- Able to use good safety awareness and judgment.
- Participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit proof of date of birth.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

**Mundelein Park & Recreation District
Job Description**

Job Title: Dance Instructor
Department: Recreation
Division: Dance
Supervisor: Dance Coordinator
Classification: Part-Time: Non-Exempt - Hourly

Summary

Dance teachers are responsible for instructing students in ballet, tap, jazz, hip hop and other forms of dance as determined by the supervisor. Dance teachers plan their dance program to meet students' needs. Explain and demonstrate techniques and methods of dance, lead students in execution of dance steps, choreograph and direct dance performances according to style of dancing taught. Participate in the planning and execution of the annual dance recital.

Qualifications – Education, Experience and Training

Experienced in dance performance. Ability to work independently and creatively. Pleasant and friendly personality. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Responsible for daily set up and cleanup of studio.
- Develop lesson plans to include a balanced dance program and organize daily class time so that preparation, rehearsal and instruction can be accomplished within the allotted time.
- Evaluate each student's performance and technique.
- Keep appropriate records including attendance reports, emergency forms, costume orders and other records as necessary.
- Maintain a classroom atmosphere that is conducive to learning.
- Maintain professional competence in dance techniques.
- Prepare students to perform dances for the annual dance recital.
- Select music and costumes for each dance performance.
- Keep an open line of communication with the parents of students, keeping them informed as to the progress of their child.
- Work as a team with the dance staff to achieve the overall purpose of the program.
- Demonstrate good communication skills teaching a classroom.
- Fill in as a substitute for other teachers if possible.
- Greet parents and students.
- Fill out accident reports as needed.
- Maintain a knowledge of park policies, confidentiality of student and staff records and information.
- Performs other related duties as assigned.

B. Marginal Functions

- Responsible for all certain aspects of the annual spring dance recital.
- Spring dance recital includes but not limited to measuring students for costumes, music and costume selection, choreography, stage lighting needs, and student direction at the dress rehearsal and recital.
- Keep in consideration all safety guidelines and procedures.
- Maintain materials and storage areas.
- Meet regular and predictable attendance requirements.
- Participate in staff meetings.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- Medium strength of 40 to 50 lbs.

B. Environmental Considerations

- May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.
- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District area.

C. Environmental Considerations

- Activities performed indoors which would include temperature and lighting.
- May be exposed to elements when driving to a meeting or to perform job duties at another facility.

D. Cognitive Considerations

- Employee must be able to listen, hear and speak.
- Job occasionally involves exposure to outdoor conditions.
- Use of hands and fingers will regularly be required, and the ability to stand, sit and walk for extended periods of time.
- Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust and focus.

E. Safety Considerations

- Worker must be able to follow direction from supervisor with safe and effective follow through.
- Worker must be able to use good safety awareness and judgment.
- Worker must be able to participate in safety related training as required.
- At no time should an instructor assistant be in a closed room alone with a child, either another child, parent or staff member should be present.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit proof of date of birth.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Mundelein Park & Recreation District Job Description

Job Title: Dance Lead
Department: Recreation
Division: Dance
Supervisor: Dance Coordinator
Classification: Part-Time: Non-Exempt - Hourly

Summary

The Dance Lead will be responsible for assisting the Dance Program Coordinator with the implementation and supervision of the instructional dance program and dance company. Dance Program Lead will also be responsible for participating in the planning and execution of the annual dance recital.

Qualifications – Education, Experience and Training

At least 18 years of age. Experienced in dance performance is required. Graduate from an accredited college or university with a degree in performing arts, education, or a closely related field is preferred. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Assist with hiring, training and evaluating dance instructors.
- Assist with development, promotion, implementation and evaluation of dance program classes and dance company competitions.
- Assist in the development of program offerings for the seasonal program brochure. Provide information as needed for brochure, web pages, and social media.
- Attend staff meetings. Lead staff meetings for dance instructors as assigned.
- Attend Park District meetings as assigned.
- Assist with community outreach and promotional events for the dance program as assigned.
- Maintain competence in dance techniques. Instruct dance classes as required. Demonstrate techniques during instructional classes as required. Submit availability for class scheduling purposes.
- Compose lesson plans for staff and organize daily class time to achieve lessons within allotted time.
- Assist with conducting annual written performance evaluations of dance instructors.
- Manage timesheets and approve payroll as assigned.
- Approve and maintain a schedule of private dance lessons.
- Assist with managing class rosters. Transfer students and combine classes as needed.
- Assist Dance Program Coordinator with communication. Keep parents, students and instructor informed on all dance matters.
- Assist with all aspects of the winter and spring dance recitals.
- Seek out Dance Company competition and public performance opportunities as assigned.
- Manage and create fundraising opportunities for Dance Company.
- Assist purchasing costumes and program supplies, as directed.

- Be responsive to work related calls and other communications as needed and in a timely manner.
- Display a cooperative, positive attitude when working with staff and students.
- Maintain knowledge of park policies, confidentiality of student and staff records and information, and loyalty to park district.
- Perform other duties as assigned.

B. Marginal Functions

- Keep in consideration all safety guidelines and procedures.
- Maintain materials and storage areas.
- Meet regular and predictable attendance requirements.
- Participate in staff meetings.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- Medium strength of 40 to 50 lbs.

B. Environmental Considerations

- May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.
- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Able to communicate in English, both verbally and in writing.
- Possess time management and organizational skills to effectively perform his/her job.
- Demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Able to make judgments with respect to confidentiality of information and problem solving.
- Use good safety awareness and judgment in all aspects of the position.

D. Safety Considerations

- Follow direction from supervisor with safe and effective follow through.
- Able to use good safety awareness and judgment.
- Participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit proof of date of birth.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Lighting and Theater Technician
Department: Recreation
Division: Dance
Supervisor: Dance Coordinator
Classification: Part-Time: Non-Exempt-Hourly

Summary

Lighting and Theater Technician will be responsible for the set up and operation of the lighting and sound duties for the Mundelein Park & Recreation District dance recital at Mundelein High School.

Qualifications – Education, Experience and Training

Minimum age of 21 years old. Theater lighting and sound set up and take down experience. Knowledge of rigging lights, color effects and gels. Good communication skills. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Works closely with Theater Manager at Mundelein High School.
- Rigging the stage, controlling artificial and electrical lights.
- Lay cable
- Install color effects and image patterns.
- Focus lights, hang and install gels.
- Patching wiring, and packing down lights.
- Set up back stage safety lighting.
- Connecting sound equipment and microphones.
- Oversee the installation of the Marley dance floor onto the stage.
- Participates in rehearsals.
- Troubleshoots and monitors performance.
- Perform other related duties as assigned.

B. Marginal Functions

- Sets side stage curtains.
- Keeps backstage at entrance and exit ways clear for performers.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

B. Environmental Considerations

- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- May experience weather conditions while outside with the children.

- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Employee must be able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve parent or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license or state identification card.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Fitness Attendant
Department: Recreation
Division: Health and Fitness Center
Supervisor: Community Center Operations Manager
Classification: Part-Time: Non-Exempt - Hourly

Summary

The Fitness Floor Attendant is responsible for, but not limited to, maintaining a clean and organized Fitness Center, providing excellent customer service, and monitoring the fitness center to ensure the safety of participants. This position requires some early morning and late-night hours, weekends, and holidays.

Qualifications – Education, Experience and Training

Must be 16 years of age or older. Minimum high school graduate or general education degree (GED) preferred with additional training or education related to the duties and responsibilities of the position. Must be certified or willing to attain certification in CPR/AED.

Duties and Responsibilities

A. Essential Functions

- Greeting all who enter the building in a positive friendly manner.
- Clean and disinfect all fitness machines and equipment. Perform other cleaning duties as assigned.
- Organize and keep the facility in a presentable manner.
- Folding, stocking, washing, and drying of all laundry.
- Enforce facility use rules and guidelines.
- Provide facility tours.
- Assist members with the safe and effective use of all fitness equipment and machines.
- Communicate all necessary information to the member regarding their membership.
- Immediately report all accidents and unsafe conditions to the manager on duty.
- Perform opening and closing duties of the facility, as needed.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Keep in consideration all safety guidelines and procedures.
- Maintain materials and storage areas.
- Meet regular and predictable attendance requirements.
- Assist with emergency procedures and building evacuation.
- Ensure compliance with safety, health, and loss control policies and procedures of the Park District.
- Participate in staff meetings.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employees must work effectively under deadlines in a variety of environments and elements.

- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Employee general work area is indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

D. Cognitive Considerations

- Employee must be able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve parent or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

**Mundelein Park & Recreation District
Job Description**

Job Title: Fitness Coordinator
Department: Recreation
Division: Health and Fitness Center
Supervisor: Community Center Operations Manager
Classification: Part-Time: Non-Exempt - Hourly

Summary

The Fitness Coordinator is responsible for the implementation and supervision of group exercise and personal training program. The Fitness Coordinator also assists with the fitness center's membership sales and retention efforts in fitness class and personal training areas. Hours of this position will be flexible, and include mornings, evenings, and some weekends. This position will average 25 hours per week.

Qualifications – Education, Experience and Training

Graduate from an accredited college or university with a degree in exercise physiology, kinesiology, physical education or recreation; or a minimum of three years or a combination of education and experience. A commitment to performing excellent customer service. Must have experience in recreation, business, or related field. Requires excellent verbal communication, promotional and leadership skills. Teamwork attitude to enhance total staff involvement and goal oriented to continuously improve. Working knowledge of Microsoft Office and Google Calendar. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Assist with hiring, training and evaluating group exercise instructors and personal trainers.
- Assist in development, promotion, implementation and evaluation of group fitness classes and personal training throughout the Park District.
- Create and publish the monthly group exercise schedule.
- Assist in overseeing personal training process, verifying sales, and scheduling trainers, ensure client management, and monitor personal training redemption against payroll.
- Assist with purchasing supplies for personal training and group exercise.
- Provide information as needed for brochure, web pages, and social media.
- Conduct annual written performance evaluations of group exercise and personal training staff.
- Coordinate regular staff meetings with Community Center Operations Manager and Group Ex and Personal trainers.
- Assist with season fitness challenge promotions.
- Assist with community outreach, presentations, and marketing.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Assist with district wide special events and special projects.
- Maintain membership in professional organizations.
- Assist with emergency procedures and building evacuations.
- Ensure compliance with safety, health, and loss control policies and procedures of the District.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

B. Environmental Considerations

- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- May experience weather conditions while outside with the children.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Employee must be able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve parent or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license or state identification card.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

**Mundelein Park & Recreation District
Job Description**

Job Title: Fitness Program Instructor
Department: Recreation
Division: Health and Fitness Center
Supervisor: Community Center Operations Manager
Classification: Part-Time: Non-Exempt - Hourly

Summary

The Fitness Program Instructor is responsible for instructing and planning fitness group classes in a safe, enjoyable, and positive environment that promotes member wellness and engagement in accordance to policies and procedures.

Qualifications – Education, Experience and Training

Currently hold a National Certification from the following organizations:

ACE (American Council on Exercise)

AFAA (Aerobics & Fitness Association of America)

ACSM (American College of Sports Medicine)

NSCA (National Strength & Conditioning Association)

Or equal organization

Customer service experience is preferred. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Maintain communication with Community Center Operations Manager & Fitness Coordinator.
- Provides a high level of personalized attention to fitness program participants.
- Be present at least 10 minutes before the starting time of each class.
- Evaluate and teach class participants new techniques and oversee classes for safety concerns.
- If unable to teach an assigned class, secure a substitute instructor who has been approved by the Park District.
- Contribute to a positive work culture by displaying an attitude that is energetic, enthusiastic and motivational.
- Act as a substitute instructor for fitness classes.
- Check supplies and equipment for wear and tear and advise if supplies or equipment need repair or replacement.
- Actively assist in the recruitment of class participants to fill classes and ensure success of the group fitness program.
- Track daily participation in group fitness program, including recording class count.
- Assist in conducting member and class participant surveys.
- Attend required Department and Park District wide meetings.
- Meet with fitness coordinator to discuss policies, program progress and personal development.
- Must instruct, substitute teach or work at a fitness event at least once a quarter to maintain benefits and employment status.
- Ensures that the room is prepared, clean and sanitized for the next class.
- Adheres to respective industry's standard of care when instructing.
- Adheres to all Park District policies and procedures.
- Possess excellent verbal communication, promotional and leadership skills.
- Be willing to set goals and seek continuous improvement.

- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Assist with district wide special events and special projects.
- Maintain membership in professional organizations.
- Assist with emergency procedures and building evacuations.
- Ensure compliance with safety, health, and loss control policies and procedures of the District.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the District.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

**Mundelein Park & Recreation District
Job Description**

Job Title: Group Fitness Instructor
Department: Recreation
Division: Health and Fitness Center
Supervisor: Fitness Coordinator
Classification: Part-Time: Non-Exempt - Hourly

Summary

Group Fitness Instructor is responsible for instructing and planning fitness group classes in a safe, enjoyable, and positive environment that promotes member wellness and engagement in accordance to policies and procedures.

Qualifications – Education, Experience and Training

Currently hold a National Certification from the following organizations:

ACE (American Council on Exercise)

AFAA (Aerobics & Fitness Association of America)

ACSM (American College of Sports Medicine)

NSCA (National Strength & Conditioning Association)

Or equal organization

Customer service experience is preferred. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Maintain communication with Community Center Operations Manager & Fitness Coordinator.
- Provides a high level of personalized attention to fitness program participants.
- Be present at least 10 minutes before the starting time of each class.
- Evaluate and teach class participants new techniques and oversee classes for safety concerns.
- If unable to teach an assigned class, secure a substitute instructor who has been approved by the Park District.
- Contribute to a positive work culture by displaying an attitude that is energetic, enthusiastic and motivational.
- Act as a substitute instructor for fitness classes.
- Check supplies and equipment for wear and tear and advise if supplies or equipment need repair or replacement.
- Actively assist in the recruitment of class participants to fill classes and ensure success of the group fitness program.
- Track daily participation in group fitness program, including recording class count.
- Assist in conducting member and class participant surveys.
- Attend required Department and Park District wide meetings.
- Meet with fitness coordinator to discuss policies, program progress and personal development.
- Must instruct, substitute teach or work at a fitness event at least once a quarter to maintain benefits and employment status.
- Ensures that the room is prepared, clean and sanitized for the next class.
- Adheres to respective industry's standard of care when instructing.
- Adheres to all Park District policies and procedures.
- Possess excellent verbal communication, promotional and leadership skills.
- Be willing to set goals and seek continuous improvement.

- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Assist with district wide special events and special projects.
- Maintain membership in professional organizations.
- Assist with emergency procedures and building evacuations.
- Ensure compliance with safety, health, and loss control policies and procedures of the District.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

B. Environmental Considerations

- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- May experience weather conditions while outside with the children.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Employee must be able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve parent or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license or state identification card.

- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Healthy Minds Healthy Bodies Coordinator
Department: Recreation
Division: Fitness
Supervisor: Community Center Operations Manager
Classification: Part Time: Non-Exempt – Hourly

Summary

The Healthy Minds Healthy Bodies Coordinator is responsible for the recruitment of military veterans to become members of the Healthy Minds, Healthy Bodies Program (HMHB). This position is also responsible for the development and execution of monthly networking events and programs for Mundelein Park and Recreation District HMHB veterans.

Qualifications

Minimum High School Diploma required. Minimum of one years' experience running athletic programs and leagues is preferred. B.A. or B.S. in Recreation Administration, physical education, exercise science or related field is preferred. Must possess certifications in First Aid and CPR/AED within 90 days of employment. Candidate must also possess a valid Illinois class "D" driver's license.

Essential Functions

- Conduct outreach and recruitment of eligible military veterans to the Health & Fitness Center and HMHB program.
- Conduct all onboarding interviews and paperwork with new and potential veterans.
- Make welcome packets.
- Communicate with the Fitness Coordinator on scheduling personal training of new HMHB members.
- Develop monthly reports on HMHB membership numbers and statistics.
- Plan monthly networking events and programs for Mundelein Park and Recreation District HMHB members.
- Advertise and send reminders of monthly networking events to Mundelein Park and Recreation District HMHB members.
- Evaluate and report on monthly networking events.
- Develop, plan and execute an annual event calendar.
- Send Allen Force quarterly reports of all data (use database or Allen force guidelines).
- Develop and post on social media pages as assigned.
- Meet periodically with Community Center Operations Manager to provide informational updates.
- Perform other related duties as assigned.

Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Assist in leading instructional programs.
- Assist with district wide special events and special projects.
- Excellent communication, organizational, and computer skills.
- Excellent customer service skills.
- Energetic, enthusiastic and positive attitude.
- Ability to work with adults, teens and children.
- Self-Motivated.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.

- Occasionally balancing, stooping, kneeling, crouching and reaching.
- Medium strength of 40 to 50 lbs.

B. Environmental Considerations

- May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.
- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District area.

C. Environmental Considerations

- Activities performed indoors which would include temperature and lighting.
- May be exposed to elements when driving to a meeting or to perform job duties at another facility.

D. Cognitive Considerations

- Employee must be able to listen, hear and speak.
- Job occasionally involves exposure to outdoor conditions.
- Use of hands and fingers will regularly be required, and the ability to stand, sit and walk for extended periods of time.
- Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust and focus.

E. Safety Considerations

- Worker must be able to follow direction from supervisor with safe and effective follow through.
- Worker must be able to use good safety awareness and judgment.
- Worker must be able to participate in safety related training as required.
- At no time should an instructor assistant be in a closed room alone with a child, either another child, parent or staff member should be present.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit proof of date of birth.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Kidz Center Attendant
Department: Recreation
Division: Health and Fitness Center
Supervisor: Community Center Operations Manager
Classification: Part-Time: Non-Exempt - Hourly

Summary

The Kidz Center is a short-term child care/babysitting service available to members and patrons utilizing the amenities of the fitness center. The Kidz Center Attendant is primarily responsible for the care and supervision of children.

Qualifications – Education, Experience and Training

Customer service experience preferred. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Greet all Kidz Center members and their children as they enter the facility.
- Learn names of the members and their children.
- Assist members with Health & Fitness Center and Mundelein Park and Recreation District information.
- Control entrance to Kidz Center via check-in and check-out guidelines.
- Communicate all necessary information to the parent regarding their child.
- Ensure that all children have properly checked/signed out.
- Record all data to the total number of children checked into the Kidz Center weekly and submit to supervisor.
- Ensure that copies of sign in sheets are present at all times.
- Provide immediate care for those infants who are not yet able to walk.
- Ensure that the Kidz Center waiver is complete prior to child being admitted.
- Understand and ensure rules of the room are followed and are distributed to parents.
- Maintain the cleanliness of the Kidz Center and perform necessary cleaning duties.
- Adheres to all departmental and Park District policies and procedures.
- Adheres to all Kidz Center policies and procedures, including punch card updates.
- Perform other related duties as assigned.

B. Marginal Functions

- Maintain an awareness of the location and placement of specific forms (i.e. accident report, registration, waiver and general incident forms).
- Date and record all lost and found items and place into lost and found bin.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

B. Environmental Considerations

- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- May experience weather conditions while outside with the children.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Employee must be able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve parent or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license or state identification card.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated 5/9/22

**Mundelein Park & Recreation District
Job Description**

Job Title: Personal Trainer
Department: Recreation
Division: Health and Fitness Center
Supervisor: Community Center Operations Manager
Classification: Part-Time: Non-Exempt - Hourly

Summary

The Personal Trainer is responsible for developing individualized and small group fitness training programs. Duties may include specific personal training programming, counseling, modification and other aspects of personal training which follows industry standard of care.

Qualifications – Education, Experience and Training

Currently hold 1 or more National Certifications from the following organizations:

ACE (American Council on Exercise)

AFAA (Aerobics & Fitness Association of America)

ACSM (American College of Sports Medicine)

NSCA (National Strength & Conditioning Association)

NASM (National Academy of Sports Medicine)

Advanced knowledge of proper training techniques in equipment and exercise instruction as well as industry safety standards.

CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Maintain communication link with Fitness Coordinator-
- Knowledge of all Training rates and Procedures.
- Reporting all sales transaction receipts and paperwork in proper binder.
- Knowledge and adherence to all Personal Training Program procedures and protocols.
- Maintain communication link with the Fitness Center Front Desk Staff
- Assist in developing workshops and seminars for Fitness Center member and class participants, Instructors from other organizations.
- Assist in tracking positive and negative responses/comments involving all facets of the Fitness Center.
- Meet with the management team to establish policies, and discuss program progress.
- Adheres to all departmental and Park District policies and procedures.
- Adheres to all Fitness Center policies and procedures.
- Energetic, enthusiastic and motivational.
- Excellent verbal communication, promotional and leadership skills.
- Teamwork attitude to enhance total staff involvement.
- Goal oriented to continuously improve.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Assist with district wide special events and special projects.
- Maintain membership in professional organizations.
- Assist with emergency procedures and building evacuations.
- Ensure compliance with safety, health, and loss control policies and procedures of the District.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

B. Environmental Considerations

- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- May experience weather conditions while outside with the children.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Employee must be able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve parent or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license or state identification card.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Customer Service Attendant
Department: Recreation
Division: Mundelein Community Center
Supervisor: Community Services Supervisor
Classification: Part-Time: Non-Exempt - Hourly

Summary

The Customer Service Attendant will be responsible for a wide variety of duties including, but not limited to, providing exceptional customer service, greeting and checking in all members and patrons, and handling of program registration and membership sales. This position requires some early morning and late-night hours, weekends, and holidays.

Qualifications – Education, Experience and Training

Must be 18 years of age or older. Minimum high school graduate or general education degree (GED) preferred with additional training or education related to the duties and responsibilities of the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and possess basic computer skills. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Greet all who enter the building in a positive, friendly manner.
- Provide exceptional customer service when helping all customers.
- Ensure all members scan in, while checking for valid and appropriate membership.
- Ensure that all open gym participants have valid waivers.
- Process program registrations.
- Sell fitness center memberships.
- Provide information on Park District activities and facilities
- Provide tours of the facility.
- Responsible for cash control of front desk cash drawer and incoming cash, check, and credit card transactions.
- Answering all incoming phone calls and in-person inquiries, addressing caller inquiries or routing to the proper person, if necessary.
- Continuously maintain familiarity with MPRD programs, events, and rentals.
- Immediately report all accidents and unsafe conditions to the Supervisor or Risk Manager.
- Attend all required staff meetings.
- Perform opening and closing duties of the facilities, as needed.
- Perform cleaning duties as assigned.
- Provide tours of the Indoor Pool.
- Assist with Kidz Center and Fitness Floor, as needed.
- Follow all established safety rules and regulations.
- Perform other related duties, as assigned.
- Notify participants of class cancellations/changes.
- Assist with proofs of each brochure for accuracy.
- Adhere to all departmental and Park District policies and procedures.
- Attend staff meetings as directed.
- Perform other related duties as assigned.

B. Marginal Functions

- Keep in consideration all safety guidelines and procedures.
- Maintain materials and storage areas.
- Meet regular and predictable attendance requirements.
- Participate in staff meetings.

Considerations**A. Physiological Considerations**

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- Medium strength of 40 to 50 lbs.

B. Environmental Considerations

- May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.
- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District area.

C. Environmental Considerations

- Activities performed indoors which would include temperature and lighting.
- May be exposed to elements when driving to a meeting or to perform job duties at another facility.

D. Cognitive Considerations

- Employee must be able to listen, hear and speak.
- Job occasionally involves exposure to outdoor conditions.
- Use of hands and fingers will regularly be required, and the ability to stand, sit and walk for extended periods of time.
- Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust and focus.

E. Safety Considerations

- Worker must be able to follow direction from supervisor with safe and effective follow through.
- Worker must be able to use good safety awareness and judgment.
- Worker must be able to participate in safety related training as required.
- At no time should an instructor assistant be in a closed room alone with a child, either another child, parent or staff member should be present.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit proof of date of birth.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Customer Service Coordinator
Department: Recreation- Fitness Center
Division: Mundelein Community Center
Supervisor: Community Services Operations Manager
Classification: Part-Time: Non-Exempt - Hourly

Summary

The Customer Service Coordinator is responsible for the coordination of the administrative processes of program registration, membership sales, park permits, facility rentals and scholarships.

Qualifications

Must be 18 years or older. High school degree. Excellent customer service skills. Two years customer service experience required. Knowledge and familiarity with computer software programs. Emphasis on a team-based atmosphere. Energetic, enthusiastic, and motivated. Excellent problem-solving abilities. Excellent verbal communication and leadership skills. Bi-lingual a plus. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Assist with the operation and organization of the Customer Service Department.
- Assist in creating SOP's for the Customer Service Department.
- Manage scheduled failed payments, processing scholarship applications, and coordinating rentals.
- Manage participant or member cancellations/changes/refunds.
- Track and ensure the resolution of declined installment billing, ECP, debit/credit card charges.
- Provide exceptional customer service when helping all customers.
- Manage issues involving sales of fitness center membership options and merchandise.
- Update and stay current with MPRD news and events via Customer Service Information Log.
- Assist with proofs of each brochure for accuracy.
- Assume leadership role in conflict resolution if opportunity arises.
- Perform advanced Active Net software processes, as requested or assigned.
- Train Customer Service Leads.
- Oversee all archival processing.
- Coordinate all facility rental paperwork approval and interdepartmental routing.
- Coordinate communication with facility rental supervisory staff.
- Process all facility rental insurance coverage requirements including liquor liability.
- Communicate rental information with interdepartmental MPRD staff and Police Department.
- Verify required financial documents are received for scholarship review.
- Adhere to all departmental and Park District policies and procedures.
- Maintain a working knowledge of all general and departmental specific safety rules.
- Immediately report all accidents and unsafe conditions to the Supervisor or Risk Manager.
- Attend all required safety programs and in-service education meetings
- Follow all established safety rules and regulations.
- Communicate any safety concerns.

- Perform other related duties, as assigned.

B. Marginal Functions

- Maintain communication link with all Customer Service staff to insure active information sharing.
- Treat public safety complaints and concerns with the utmost attention.
- Attend staff meetings as scheduled.
- Assist with Special Events, as needed.
- Ensure safety of all customers and staff.
- Perform other related duties, as assigned.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- Medium strength of 40 to 50 lbs.

B. Environmental Considerations

- May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.
- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District area.

C. Environmental Considerations

- Activities performed indoors which would include temperature and lighting.
- May be exposed to elements when driving to a meeting or to perform job duties at another facility.

D. Cognitive Considerations

- Employee must be able to listen, hear and speak.
- Job occasionally involves exposure to outdoor conditions.
- Use of hands and fingers will regularly be required, and the ability to stand, sit and walk for extended periods of time.
- Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust and focus.

E. Safety Considerations

- Worker must be able to follow direction from supervisor with safe and effective follow through.
- Worker must be able to use good safety awareness and judgment.
- Worker must be able to participate in safety related training as required.
- At no time should an instructor assistant be in a closed room alone with a child, either another child, parent or staff member should be present.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit proof of date of birth.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

**Mundelein Park & Recreation District
Job Description**

Job Title: Customer Service Lead
Department: Recreation
Division: Mundelein Community Center
Supervisor: Customer Service Supervisor
Classification: Part-Time: Non-Exempt - Hourly

Summary

The Community Center Lead will act at the manager on duty, in the absence of supervisory staff. Responsibilities will include, but not limited to; delegation of shift duties, assurance all scheduled duties of staff on assigned shift are performed prior the end of shift, tours of facility, membership sales, and participant check in. Requires work during the day, night, weekends and Holidays.

Qualifications – Education, Experience and Training

Must be 18 years of age or older. Minimum high school graduate or general education degree (GED) preferred with additional training or education related to the duties and responsibilities of the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and possess basic computer skills. CPR, First Aid and AED Certification required within 90 days of employment.

Duties and Responsibilities

A. Essential Functions

- Establish and maintain a supervisory presence among front desk, fitness floor and indoor pool attendants, and Kidz Center.
- Greet all who enter the building in a positive friendly manner.
- Provide leadership with issues involving sales of fitness center memberships, Group Exercise Memberships, Kidz Center memberships, personal training packages, gift certificates, daily fees, open gym fees, program over rides, and membership extensions.
- Provide exceptional customer service when answering incoming telephone calls.
- Handle cash, check and credit card transactions.
- Provide tours of the facility as needed.
- Perform cleaning duties as set/assigned and delegate as needed.
- Secure building and doors as needed with alarm activation or de-activation.
- Attend staff meetings as scheduled.
- Perform opening and closing duties of the facility as needed.
- Perform duties as assigned/designated by the Community Center Operations Manager or Customer Service Supervisor. Adheres to all Community Center and Park District policies and procedures.
- Assume leadership role in conflict resolution if opportunity arises.
- Run computer reports from Active Net software as requested by Community Center Operations Manager and Customer Service Supervisor.
- Assist Management team in employee training.
- Verify current and expired memberships in Active Net.
- Daily & weekend verification of cash for deposit
- Daily Participation in running group exercise reports for audits and entry of group exercise participation.
- Replenish as needed current copies of Front Desk documents, registration forms, personal training bios', group ex schedules, program brochures, indoor pool schedules and membership price list.
- Maintain member files.
- Perform other duties as assigned.

B. Marginal Functions

- Keep in consideration all safety guidelines and procedures.
- Maintain materials and storage areas.
- Meet regular and predictable attendance requirements.
- Participate in staff meetings.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

B. Environmental Considerations

- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- May experience weather conditions while outside with the children.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Employee must be able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve parent or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license or state identification card.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

**Mundelein Park & Recreation District
Job Description**

Job Title: Rec Connection Counselor
Department: Recreation
Division: Rec Connection
Supervisor: School-Age Program Supervisor
Classification: Part-Time: Non-Exempt - Hourly

Summary

The Rec Connection Counselor is responsible for supervising youth enrolled in the before and after school program. Responsibilities also include leading, planning, and supervising daily recreational and enrichment activities.

Qualifications – Education, Experience and Training

Must be at least 16 years of age. The candidate must also have prior experience working with children 5-10 years of age. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Work directly with children in leading group activities and one-on-one activities.
- Assist with the planning of daily activities.
- Ensure the safety of participants.
- Work Day Off Programs as needed.
- Inform the Site Coordinator of any concerns or problems with the children.
- Assist the Site Coordinator with daily attendance records for participants in the program.
- Be available to work Day Off Programs, early release and ½ days of school.
- Responsible for ensuring the safe release of each participant including checking Rec. Connection Contact Emergency Information cards for authorized persons and checking of identification.
- Interact and relate positively with other Rec Connection staff, parents, and park district personnel.
- Attend and participate in all Rec Connection staff meetings.
- Adhere to rules and policies of the Mundelein Park District and the Rec Connection program.
- Perform other related duties as assigned.

B. Marginal Functions

- Supervise the use and care of park district supplies, equipment and facilities.
- Assist the Site Coordinator in maintaining the inventory of all supplies.
- Maintain neat, clean, and orderly facility.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

B. Environmental Considerations

- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.

- May experience weather conditions while outside with the children.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Employee must be able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve parent or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license or state identification card.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

**Mundelein Park & Recreation District
Job Description**

Job Title: Rec Connection Site Coordinator
Department: Recreation
Division: Rec Connection
Supervisor: School-Age Program Supervisor
Classification: Part-Time: Non-Exempt - Hourly

Summary

The Rec Connection Coordinator is responsible for the daily operations of the site they have been assigned. The site coordinator is responsible for the daily planning, organizing, and supervising the Rec. Connection before and after school program.

Qualifications – Education, Experience and Training

High school/College degree and/or experience in K-8 children. Must be at least 21 years of age. Previous experience in a childcare setting in a supervisory role. Excellent communication skills, able to relate to children, their parents, school personnel, Rec. Connection and other Park District staff. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Responsible for the daily operations of the Rec Connection Program.
- Actively supervise the Rec Connection Leaders and participants at their particular sites.
- Maintain daily attendance records for participants in the program.
- Ensure the safety of participants.
- Be available to work Day Off Programs, early release, and ½ days of school.
- Required to participate in all planned activities on a daily basis.
- Responsible for ensuring the safe release of each participant including checking Rec Connection Contact Emergency Information cards for authorized persons and checking of identification.
- Maintain a positive working relationship with parents and keep them updated on any concerns of their child.
- Maintain inventory of all supplies.
- Attend and participate in all Rec Connection staff meetings.
- Adhere to rules and policies of the Mundelein Park District and the Rec Connection program, as well as enforce the rules with staff.
- Perform other related duties as assigned.

B. Marginal Functions

- Complete and turn in all necessary forms to the Rec Connection Director. Supervise the use and care of Park District supplies, equipment and facilities.
- Maintain neat, clean, and orderly facility.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

B. Environmental Considerations

- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- May experience weather conditions while outside with the children.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Employee must be able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve parent or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license or state identification card.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Regent Center Coordinator
Department: Recreation
Division: Regent Center
Supervisor: Adults 50+ Program Supervisor
Classification: Part Time: Non-Exempt – Hourly

Summary

The Regent Center Coordinator assists with the supervision and execution of various aspects of the senior programs and the creation of programming within the department. Responsibilities also include coordinating group exercise and fitness programs. This position may require working nights, weekends and holidays as needed to successfully carry out the essential functions of this job.

Qualifications – Education, Experience and Training

B.A. or B.S. in Recreation Administration, Education or related field is preferred. Minimum High School Diploma required. Minimum of one year of experience in the field is required. Minimum of three years of experience in the field is preferred. Must possess certifications in First Aid and CPR/AED within 90 days of employment. Certification as a Certified Parks and Recreation Professional (CPRP) is preferred. Candidate must also possess a valid Illinois class "D" driver's license.

Duties and Responsibilities

A. Essential Functions

- Assist with the coordination of District's senior programs. Plan, supervise, coordinate, and instruct programs, special events and workshops as assigned.
- Assist with the development of a diversified program offering.
- Assist with the preparation of the seasonal brochure information and creating publicity materials in cooperation with the marketing department.
- Work with staff to create yearly calendar of programs and events.
- Develop timetables for specific projects.
- Complete assigned reports, projects and research studies.
- Work with supervisor to review and evaluate all senior programs and events, making recommendations for change and improvements as required to meet the public demand.
- Make recommendations on personnel matters involving staff to supervisor.
- Remain informed of current trends and issues in related areas of responsibility.
- Recruits, hires, trains, supervises, terminates, schedules and evaluates staff, volunteers and instructors as assigned.
- Prepare reports, statistics and evaluations on programs and personnel, as assigned.
- Perform all job tasks within the rules and guidelines of the District's safety program.
- Order, purchase and coordinate assigned program supplies and equipment, as assigned.
- Ensure coverage for rental events and programs, work shifts as necessary.
- Ensures proper set up and clean-up of rentals.
- Evaluates rental events and works with Registration staff to process security deposits.
- Process payroll.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Assist in leading instructional programs.
- Assist with district wide special events and special projects.
- Make recommendations for special programs, discount rates, and special events.

- Develop appropriate forms and administrative procedures to compliment the registration process.
- Prepare reports, statistics and evaluations on programs and personnel.
- Meet with outside agencies and groups.
- Occasional set up and take down of equipment and supplies for activities and special events.
- Serve on Park District committees as requested.
- Assist with emergency procedures and building evacuation.
- Ensure compliance with safety, health, and loss control policies and procedures of the Park District.
- As directed, participate in professional committees, conferences, workshops, and classes to improve job knowledge and management skills.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

D. Cognitive Considerations

- Employee must have the ability to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.

- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Regent Center Customer Service Attendant
Department: Recreation
Division: Regent Center
Supervisor: Adults 50+ Program Supervisor
Classification: Part-Time: Non-Exempt - Hourly

Summary

The Regent Center Administrative Staff will assist the Adults 50+ Program Supervisor to coordinate, oversee and to be responsible for smooth program execution. The Regent Center Administrative Staff is responsible for performing a variety of duties at the Regent Center including answering phone, processing registration forms, and meeting customer needs.

Qualifications – Education, Experience and Training

High school diploma or GED. General office experience that includes public contact experience. Excellent customer service skills. Excellent organizational skills. Basic computer skills. Emphasis on a team-based atmosphere. Energetic, enthusiastic, motivational. Excellent verbal communication, promotional and leadership skills. Ability to diffuse or diminish conflict. Continuously maintain familiarity with MPD programs, events, rentals. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Assist with the operations of the Regent Center including in the absence of the Recreation Supervisor.
- Open and/or close the Regent Center as needed.
- Computer registration processing including data entry.
- Give registration, program, and lending closet information in person and via telephone.
- Process program registrations and Regent Center memberships.
- Reconcile payments at closing.
- Maintain accurate participation statistics for monthly board reports.
- Notify participants of class cancellations and schedule changes.
- Assist with the execution of programs, trips, and special events offered at the Regent Center.
- Assist with lending closet rentals and paperwork.
- Follow all established safety rules and regulations.
- Performs other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Basic office skills; i.e. filing, copying, word processing.
- Attend trainings and meetings as needed.
- Occasional set up and take down of equipment and supplies for activities and special events.
- Assist with emergency procedures and building evacuation.
- Ensure compliance with safety, health, and loss control policies and procedures of the Park District.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

B. Environmental Considerations

- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- May experience weather conditions while outside with the children.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Employee must be able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve parent or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

D. Safety Consideration

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license or state identification card.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

**Mundelein Park & Recreation District
Job Description**

Job Title: Regent Center Group Fitness Instructor
Department: Recreation
Division: Regent Center
Supervisor: Adults 50+ Program Supervisor
Classification: Part Time: Non-Exempt – Hourly

Summary

The Fitness Program Instructor is responsible for instructing and planning fitness group classes for active adults 50+ in a safe, enjoyable, and positive environment that promotes member wellness and engagement in accordance to policies and procedures.

Qualifications – Education, Experience and Training

Currently hold a National Certification from the following organizations:

ACE (American Council on Exercise)

AFAA (Aerobics & Fitness Association of America)

ACSM (American College of Sports Medicine)

NSCA (National Strength & Conditioning Association)

Or equal organization

Customer service experience is preferred. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Maintain communication with supervisor.
- Provides a high level of personalized attention to fitness program participants.
- Be present at least 10 minutes before the starting time of each class.
- Evaluate and teach class participants new techniques and oversee classes for safety concerns.
- If unable to teach an assigned class, secure a substitute instructor who has been approved by the Park District.
- Contribute to a positive work culture by displaying an attitude that is energetic, enthusiastic and motivational.
- Act as a substitute instructor for fitness classes.
- Check supplies and equipment for wear and tear and advise if supplies or equipment need repair or replacement.
- Actively assist in the recruitment of class participants to fill classes and ensure success of the group fitness program.
- Track daily participation in group fitness program, including recording class count.
- Assist in conducting member and class participant surveys.
- Attend required Department and Park District wide meetings.
- Meet with fitness coordinator to discuss policies, program progress and personal development.
- Must instruct, substitute teach or work at a fitness event at least once a quarter to maintain benefits and employment status.
- Ensures that the room is prepared, clean and sanitized for the next class.
- Adheres to respective industry's standard of care when instructing.
- Adheres to all Park District policies and procedures.
- Possess excellent verbal communication, promotional and leadership skills.
- Be willing to set goals and seek continuous improvement.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Assist with district wide special events and special projects.
- Maintain membership in professional organizations.
- Assist with emergency procedures and building evacuations.
- Ensure compliance with safety, health, and loss control policies and procedures of the District.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

D. Cognitive Considerations

- Employee must have the ability to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

**Mundelein Park & Recreation District
Job Description**

Job Title: Regent Center Program Instructor
Department: Recreation
Division: Regent Center
Supervisor: Adults 50+ Program Supervisor
Classification: Part Time: Non-Exempt - Hourly

Summary

Program Instructor is responsible for instructing participants in specialty program as determined by the supervisor. A Program Instructor plans their program to meet participant needs and program objectives. Explain and demonstrate techniques and skills needed to understand the skill as described in seasonal brochure or Regent Report.

Qualifications – Education, Experience and Training

Experienced in program area the instructor intends to teach. Ability to work independently and creatively. Must possess certifications in First Aid and CPR/AED within 90 days of employment. Certification as a Certified Parks and Recreation Professional (CPRP) is preferred.

Duties and Responsibilities

A. Essential Functions

- Responsible for daily set up and cleanup of program space.
- Develop lesson plans to include a balanced program and organize daily class time to maximize class outcomes.
- Evaluate each participant's performance and technique.
- Keep appropriate records including attendance reports and other records as necessary.
- Maintain a classroom atmosphere that is conducive to learning.
- Maintain professional competence in program techniques.
- Fill out accident reports as needed.
- Maintain knowledge of park policies, confidentiality of student and staff records and information.
- Performs other related duties as necessary.

B. Marginal Functions

- Keep in consideration all safety guidelines and procedures.
- Maintain materials and storage areas.
- Meet regular and predictable attendance requirements.
- Participate in staff meetings.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

D. Cognitive Considerations

- Employee must have the ability to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Regent Center Rental Attendant
Department: Recreation
Supervisor: Adults 50+ Supervisor
Classification: Part-Time: Non-Exempt - Hourly

Summary

Rental Attendants are responsible for the setup, supervision, cleanup of parties and special events held at one of Mundelein Park & Recreation District's facilities.

Qualifications

Must be Minimum age of 21 years old. Minimum high school graduate or general education degree (GED) preferred with additional training or education related to the duties and responsibilities of the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and possess basic computer skills. Must possess certifications in First Aid and CPR/AED within 90 days of employment.

Duties and Responsibilities

A. Essential Functions

- Greet and check in the renter responsible for the event.
- Complete set up and take down of tables and chairs for the event.
- Verify the set-up is appropriate and as planned.
- Walk through rental space with renter to review pre-event facility conditions.
- Greet the bartenders/caterers to make sure appropriate liquor distribution has been established. Make any necessary adjustments prior to the start of the rental.
- Monitor the event and enforce rules as necessary.
- Monitor common areas for cleanliness, and performs light cleaning as needed.
- Remove any full garbage containers that build up.
- Check the parking lot for alcohol use and any other suspicious behavior.
- At the end of the event, review facility conditions with renter to make sure there is no damage and to verify cleanliness.
- Clean up facility following the event.
- Complete pre and post-event rental report.
- Performs related duties as assigned.

B. Marginal Functions

- Keep in consideration all safety guidelines and procedures.
- Maintain materials and storage areas.
- Meet regular and predictable attendance requirements.
- Participate in staff meetings.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

B. Environmental Considerations

- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- May experience weather conditions while outside with the children.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Employee must be able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve parent or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license or state identification card.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

**Mundelein Park & Recreation District
Job Description**

Job Title: Cultural Arts Program Instructor
Department: Recreation
Division: Cultural Arts
Supervisor: Cultural Arts & Events Supervisor
Classification: Part-Time: Non-Exempt - Hourly

Summary

Program Instructor is responsible for instructing participants in a specialty area as determined by the Cultural Arts & Events Supervisor. The Program Instructor plans their program to meet participant needs and program objectives. Explain and demonstrate techniques and skills

Qualifications – Education, Experience and Training

Experienced in program area the instructor intends to teach. Must be 18 years old. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Responsible for daily set up and cleanup of program space.
- Develop lesson plans to include a balanced program and organize daily class time to maximize class outcomes.
- Evaluate each participant's performance and technique.
- Keep appropriate records including attendance reports and other records as necessary.
- Maintain a classroom atmosphere that is conducive to learning.
- Maintain professional competence in program techniques.
- Fill out accident reports as needed.
- Maintain knowledge of park policies, confidentiality of student and staff records and information.
- Performs other related duties as necessary.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Assist with district wide special events and special projects.
- Maintain membership in professional organizations.
- Assist with emergency procedures and building evacuations.
- Ensure compliance with safety, health, and loss control policies and procedures of the District.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

C. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District

Job Description

Job Title: Special Events & Party Attendant
Department: Recreation
Division: Special Events
Supervisor: Cultural Arts and Special Events Supervisor
Classification: Part-Time: Non-Exempt – Hourly

Summary

Special Events & Party Attendants are responsible for the setup, supervision and cleanup of birthday parties and special events.

Qualifications – Education, Experience and Training

Minimum age of 16 years old. Prefer party or event experience. Good communication skills. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Set up of special event or party room per instructions from supervisor.
- Greet party guests as they arrive and direct them to the party room.
- Serve drinks and/or cake to party guests.
- Supervise games and activities.
- Collect party fees for guests above the maximum number reserved.
- Clean up after event or party.
- Adhere to all Park District policies and procedures.
- Perform other related duties as assigned.

B. Marginal Functions

- Work with patrons in a positive, energetic and enthusiastic manner.
- Excellent communication and leadership skills.
- Ability to work in a team orientated environment.
- Self-motivation.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

B. Environmental Considerations

- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- May experience weather conditions while outside with the children.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Employee must be able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve parent or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license or state identification card.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

Mundelein Park & Recreation District

Job Description

Job Title: Special Events & Party Coordinator
Department: Recreation
Division: Special Events
Supervisor: Cultural Arts and Special Events Supervisor
Classification: Part-Time: Non-Exempt – Hourly

Summary

The Special Events & Party Coordinator is responsible for assisting with the planning and administration of the Park District's special events and birthday party program.

Qualifications – Education, Experience and Training

B.A. or B.S. in Recreation Administration, Education or related field is preferred. Minimum High School Diploma required. Minimum of one year of experience in the field is required. Minimum of three years of experience in the field is preferred. Must possess certifications in First Aid and CPR/AED within 90 days of employment. Certification as a Certified Parks and Recreation Professional (CPRP) is preferred. Candidate must also possess a valid Illinois class "D" driver's license.

Duties and Responsibilities

A. Essential Functions

- Organize, coordinate, supervise, and evaluate a schedule of annual special events working closely with the Recreation Supervisory Staff.
- Create and develop new special events and continually improve established events.
- Organize, plan, and coordinate themed birthday parties for park district patrons.
- Hire, train, and schedule party staff.
- Purchase necessary supplies for parties and events.
- Develop and coordinate party packages for park district rental spaces.
- Work closely with the marketing department to promote all events.
- Work closely with the sponsorship coordinator to seek alternate sources of funding for the events.
- Recruit and train volunteers for special events when needed.
- Follow all established safety rules and regulations.
- Attend all trainings and meetings as required.
- Perform other related duties as assigned.

B. Marginal Functions

- Work with patrons in a positive, energetic and enthusiastic manner.
- Excellent communication and leadership skills.
- Ability to work in a team orientated environment.
- Self-motivation.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

B. Environmental Considerations

- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- May experience weather conditions while outside with the children.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Employee must be able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve parent or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license or state identification card.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

B. Marginal Functions

- Address community groups, presenting the mission and philosophy of the Park District and developments or projects.
- Have power to make such rules and give such instructions to employees as may be necessary to
- make the policy and/or rules and regulations of the Board effective.
- Recommend to the Board plans, procurements, development, maintenance and operation of all
- park and recreation areas and facilities and programs.
- Communicate, or cause to be communicated, to all employees as may be necessary to make the
- policy and/or rules and regulations of the Board effective; and in all matters not covered by these
- regulations, he/she shall act on his/her own discretion if action is necessary and shall report such
- action to the Board for its information or approval.
- Keep the Board informed as to how policies are being carried out, as to the effectiveness of such
- policies, as to the conditions and efficiency of the different services of the park system, and
- shall report such other matters as are pertinent to the business at hand.
- Maintain, or cause to be maintained, such personnel records, accounting records, business records,
- and any other records, which he/she, with the approval of the Board, shall consider necessary.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee shall have no established hours, but is required to invest the time necessary to produce exceptional results.
- Employee may have to work extra hours during peak production periods.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.
- Employee must demonstrate skills in dealing with media organizations in a wide variety of situations, some stressful and emotional.
- Deadline pressure and holding others to deadlines may cause stress.
- Employee must be able to work with other members of senior management and a publicly elected Board of Park Commissioners to include presentations and attendance at meetings.

B. Physiological Considerations

- May experience long periods of sitting and long hours of computer work.
- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- Medium strength of 40 to 50 lbs.

C. Environmental Considerations

- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District area.

D. Cognitive Considerations

- Employee must have a good command of the English language in both verbal and written communications.
- Employee must possess excellent math skills.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must have the ability to make judgments with respect to confidentiality of information.
- Employee must use good safety awareness and judgment in all aspects of the position.

E. Safety Considerations

- Employee must be able to follow direction from with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park and Recreation District Job Description

Job Title: Planning, Development & Adm. Manager
Department: Administration
Supervisor: Executive Director
Status of Employment: Full-Time: Exempt

Summary

Under the direction and supervision of the Executive Director is responsible for the development, cultivation and implementation of our corporate partners program, and working to improve the organizations market position and achieve financial growth. Duties include but not limited to: promoting, advertising and generating revenue for the Mundelein Park & Recreation District by negotiating and securing mutually beneficial sponsorships, cash donations, partnerships, grants and in-kind donations while managing all resources and contacts. Will work with internal managers, marketing staff, and other managers to investigate and increase sales opportunities and thereby maximize revenue. Coordinate on-site sponsor activities at district events and promote the corporate partner program at community-related functions. Manage existing clients and ensure they stay satisfied and positive.

Serve as a liaison between the Park District and the Foundation Board. Primary responsibility will be to recruit, solicit and secure annual and major gift donations and continuously cultivate development relationships to grow and sustain fiscal support for the Park District Foundation.

Assist, if necessary, with coordinating and performing administrative and clerical assistance to Administrative Assistant, Board of Commissioners, Executive Director, and Superintendents.

Qualifications – Education, Experience and Training

A Bachelor's degree in Planning, Marketing, Public Relations or a related field is preferred or an equivalent combination of education and experience. Must exhibit strong verbal and written communication skills as well as strong facilitation/presentation skills with a focus on providing excellent customer service to both internal and external customers. The ideal candidate will possess an outgoing personality with strong sales, networking, relationship building and organizational skills with the ability to secure revenue-producing partnerships. Individual must have at least three years of experience in business development, sales/marketing or similar role with proven success in generating income/sales. Experience within a park district or municipality setting preferred. Salesforce experience a plus. Grant writing and/or sponsorship experience a plus. Must have the social skills and proclivity to engage business and community leaders as well as current and prospective sponsors/donors. CPR, First Aid and AED Certification required within six months of employment. Proficient computer skills in Microsoft Office programs with the aptitude to learn other systems. Must have a valid Illinois driver's license.

Duties and Responsibilities

A. Essential Functions

Planning and Development - Sponsorship

- Establish a comprehensive framework for the Park District's Sponsorship Program that clearly illustrates benefits and differentiated levels of support.
- Actively seek out and develop relationships by networking with donors, area professionals, community leaders and advisory groups to create and maintain partnership and sponsorship contacts for the Park District.
- Develop solicitation strategies that accompany the Sponsorship Program and work with related departments to coordinate proper implementation of the program.
- Identify, recruit and cultivate current and new donor/sponsorship/business prospects interested in developing mutually-beneficial partnerships with the Park District.
- Act as primary district liaison to all partners, ensuring fulfillment of partnership agreement and/or satisfaction with program or event. Identify and resolve partner concerns.
- Work with supervisor and marketing team to create and execute, upon approval, the Sponsorship Program Marketing Plan which includes designing materials and brochures, drafting solicitation letters, emails and proposals, and assisting with the development and maintenance of web pages and social networking sites.
- Educate, train and provide sales resources to key staff members who will assist with the selling of sponsor packages. Reinforce on-going communication and consistency of the programs and their benefits.
- Negotiate agreements with corporate sponsors and vendors. Communicate those details to event supervisors and marketing.
- Provide excellent customer service to partnering businesses, including onsite recognition and post event thank you.
- Together with the Executive Director and Superintendent of Recreation, prepare and manage the annual sponsorship budget.
- Provide timely reporting and key results – status reports, sponsorship database, partner communications and post-event follow-through.
- Maintain all appropriate records including but not limited to: sponsor contacts, agreements, contribution records, acknowledgment letters, etc.
- Identify and develop additional sales opportunities throughout the district to maximize sustainable growth (i.e. sports field signage, etc.).

Planning and Development - Foundation

- Identify, recruit and cultivate new donor prospects to meet the needs of the Foundation and District. Cultivate existing donor relationships to achieve high rate of donor retention.
- Complete weekly contact reports.
- Oversee, coordinate and implement the content, design and production of direct-mail and electronic appeals and design of newsletters, opportunities for giving including annual appeal letter, and all donor and committee volunteer recognition through the Park District task channels with the Marketing Manager.
- Maintain active contacts with donors, potential donors, area non-profits, and community leaders.
- Promote the involvement of community leaders and other advocates of the Park District in enhancing the image and visibility of the Park District and the Foundation.
- Plan and support programs and events intended to promote and increase philanthropic support for the Foundation. Clearly articulate the mission and vision for both the Foundation and District, and increase their visibility and awareness in the community.
- Assist Foundation Board in researching and developing new initiatives, determining goals and objectives, and strategy to expand and revitalize Foundation.
- Develop measurable indicators to monitor important strategic initiatives to include increasing planned giving, endowments and memorial giving for the Foundation.

- Collaborate with the Executive Director, Foundation President and Foundation Board to establish fund raising goals and priorities on an annual basis and in conjunction with the strategic plan of the Foundation.
- Actively work to solicit major gifts from individual, corporate and foundation donors.
- Assist with developing, planning and executing the Foundation's fundraising events upon approval by the Board.
- Plan and evaluate ongoing and long-range development efforts with the Executive Director.
- Coordinate Foundation initiatives with Park District divisions and/or departments.
- Maintain all appropriate records including but not limited to: donor/sponsor contacts, agreements, contribution records, donor acknowledgment letters, etc.
- Develop and manage development budget for the Foundation.
- Assist with investigating and soliciting private monetary contributions through annual fund drives, planned and deferred giving, capital and major campaigns, endowment development, special events and business partnerships.

Administration

- Gain knowledge and understanding of District policies and procedures and adhere to them at all times.
- Coordinate district-wide planning projects such as strategic plan, community-wide meetings, community input meetings, business plans and bids.
- Attend pertinent departmental/park district meetings and in-house training sessions.
- Conduct self-according to the policies and procedures as established by the park district.
- Participate in park district safety and training program to ensure that work performed and services provided are implemented in a safe manner.
- Assist with delivering the district-wide mail two or three times per week.
- Perform other related duties as assigned.

B. Marginal Functions

Administration

- Assist with maintaining security of confidential files and records.
- Assist with compiling, coordinating and promote bid packages.
- Assist with Distinguished Accreditation materials.
- Assist with compiling and submitting Records Retention.
- Compile and input data for reports and budget documents.
- Create and/or update, assemble and update agendas, letters, minutes, charts, reports, forms, lists and/or ordinances/resolutions.
- Assist with updating and maintaining administrative files and central filing system.
- Answer, screen, log and route messages and correspondence accordingly.
- Assist with creating and posting agendas for meetings to include but not limited to: committee of whole, board of commissioners, special meetings, adjourned meetings, public meetings, employee meetings, etc.
- Assist with the filing of county, state and federal reports with respective agencies as required by law.
- Assist with coordinating and processing travel arrangements for board members and director.
- Assist staff in the performance of their duties.
- Serve on in-house committees and attend seminars and training workshops.
- Understand and use basic current computer operating systems and job-related software applications.
- Operate office equipment including calculator, computer, copier and miscellaneous small office equipment.
- Communicate effectively both verbally and in writing.

- Provide good customer service internally to fellow staff and externally to customers and associates.
- Develop knowledge regarding compliance and best practices with Association of Fundraising Professionals and the Better Business Bureau Standards for Charity Accountability.
- Develop knowledge of tax strategies for not for profits and philanthropic gifts.
- Develop a comprehensive fund-raising program to support the mission of the Park District Foundation.

Considerations

A. Psychological Considerations

- Effectively under stress of deadlines and complaints.
- Independent.
- Under supervision and direction of supervisor(s).
- Cooperatively with fellow staff, general public, contractors, community groups, and media in a proper manner.
- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must be able to work with other members of senior management and a publicly elected Board of Park Commissioners.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

C. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Accounting Specialist
Department: Administration
Supervisor: Business Services Manager
Classification: Exempt - Full Time

Summary

Under the direct supervision of the Business Services Manager, the Accounting Specialist processes payroll and performs basic accounting functions related to cash receipts, journal entries, and invoices.

Qualifications – Education, Experience and Training

Associates Degree in Business, Math, Accounting, or equivalent combination of education and experience required; governmental experience preferred. Strong analytic skills, high degree of accuracy, attention to detail and solid problem solving skills required. Understanding of the full payroll process. Experience with 941s and W2s preferred. Proficient in Microsoft Excel and Word. CPR, First Aid and AED Certification required within six months of employment.

Duties and Responsibilities

A. Essential Functions

- Responsible for the daily processing of all receipts (cash, checks, and credit cards) into the general ledger.
- Assists with routing of invoices in financial software.
- Performs detailed review and approval for invoices.
- Processes accounts payable checks.
- Enters and reviews accounting transactions and journal entries.
- Traces errors and creates adjustments to correct debits or credits posted incorrectly.
- Processes bi-weekly payroll for all employees.
- Works closely with Human Resources on timekeeping and employee deductions.
- Answers employee questions and concerns regarding payroll.
- Prepares bi-weekly payroll reports.
- Reconciles and processes payment for payroll related deductions.
- Submits payroll taxes online.
- Prepares quarterly 941 reports.
- Assists with the annual W2 process.
- Performs cash audits at revenue facilities.
- Performs inventory audits at golf pro shop.
- Assists with month end close process including journal entries and account reconciliations.
- Prepares Warrant Report for board approval prior to each board meeting.
- Prepares monthly sales tax reports.
- Reviews stale dated checks and contact payees for re-issue of checks.
- Prepares annual unclaimed property filing for the State of Illinois by mandated date.
- Serves as the lead in the recording of capital assets.
- Assists with preparation for the annual financial audit.
- Assists with the annual budget process as needed.
- Performs the job safely and in compliance with Park District policies, procedures, work and safety rules, and the employee handbook.
- Maintains a clean and organized work environment.
- Takes on special projects as assigned.

- Performs other related duties as assigned.

B. Marginal Functions

- Serves as backup to Accounts Payable Specialist.
- Assists with internal control procedures.
- Assists with grant applications as needed.
- Troubleshoots accounts payable problems.
- Cooperates with the auditors and provides information as requested.
- Writes and updates job-related procedures.
- Attend meetings as directed.
- Participate in professional workshops and classes to improve job knowledge.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.

B. Physiological Considerations

- May experience long periods of sitting and long hours of computer work.
- Worker must work closely with co-workers.
- Worker must work around general population/park patrons in public areas. May feel stress while working irregular and overtime hours during peak times. Must be able to get along with many different personalities.
- Worker must work under supervision and direction of Supervisors.
- May be required to work more than 40 hours per week, including nights and weekends.

C. Environmental Considerations

- Activities performed indoors which would include temperature and lighting.
- May be exposed to elements when driving to a meeting or to perform job duties at another facility.

D. Cognitive Considerations

- Employee must possess excellent math skills.
- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.

- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

Mundelein Park & Recreation District
Job Description

Job Title: Business Services Manager
Department: Business Services & Technology
Supervisor: Superintendent of Business Services & Technology
Classification: Full-Time: Exempt

Summary

The Business Services Manager directs the daily operations of the Business Services financial staff. Supervision of the Accounting Clerk, Accounts Payable Clerk and Payroll Clerk.

Qualifications – Education, Experience and Training

Bachelor Degree in Business, Accounting, or equivalent. Requires 3-5 years of progressively responsible experience in a professional environment, preferably in the public sector. Experience in Microsoft Office required. Experience with BS&A Software preferred. CPR, First Aid and AED Certification required within six months of employment. Valid State of Illinois driver's license.

Duties and Responsibilities

A. Essential Functions

- Oversees the daily work flow essential to preparation and maintenance of finances and records. Hires, trains, supervises and evaluates the Accounting Clerk, Accounts Payable Clerk and Payroll Clerk. Develops and maintains working knowledge of Business Services Department computer system applications: including but not limited to, accounting, timekeeping, payroll, and registration.
- Responsible for maintaining and keeping the general ledger current; approves all journal entries. Oversees payroll process to ensure it is performed timely and accurately.
- Reconciles payroll to the general ledger. Ensures payroll liabilities are paid timely.
- Reconciles bank accounts monthly and verifies reconciled bank balances with general ledger. Prepares monthly financial reports.
- Prepares, reconciles, and files monthly IMRF report by deadline. Investigates discrepancies and takes appropriate corrective action.
- Prepares and submits monthly and quarterly IDES (Illinois Department of Employment Security) reporting, per requirements and deadlines.
- Reconciles and prepares payment for PDRMA health invoice.
- Files ST-1 sales tax by monthly deadline.
- Oversees monthly audits and cash control at the Golf Course, Indoor Pool, Registration Desk, and outdoor Aquatics, as needed.
- Approves accounts payable invoices at high level overview.
- Oversee check runs and upload positive pay information to bank.
- Prepares property tax deposits and distribution.
- Create and maintain spreadsheets for various tracking and calculations.
- Prepares, reconciles, and files quarterly 941 and IL-941 tax reports in accordance with legal filing requirements.
- Review and approve sponsorship commission.
- Prepares, reconciles, files and distributes annual W-2s in accordance with legal filing requirements.
- Oversee preparation and filing of annual 1099 forms in accordance with legal filing requirements.
- Assists in audit preparation, as directed.
- Assists in annual budget creation.

- Assists as needed in all areas of Business Services, including HR, Safety/Risk and IT.
- Performs other duties as assigned.

B. Marginal Functions

- Assists with internal audit on all accounts and records, as directed.
- Provides current cash flow information to the Superintendent of Business Services for investment purposes.
- Assists with tracking of capital assets.
- Attends training sessions and classes for professional development. Member of Park District committees, as assigned.
- Follows all safety policies and procedures as outlined in the Emergency Binder.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees. Employee must work effectively under deadlines in a variety of environments and elements. Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult decisions without emotion and based on fact. Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl. May occasionally be required to lift and/or move up to 40 to 50 pounds.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

C. Environmental Considerations

- Employee may be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.
- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures. Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job. Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspects of the position.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required. Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check. Submit proof of date of birth.
- Provide a copy of driver's license. Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing. Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 4/1/22

Mundelein Park & Recreation District Job Description

Job Title: Human Resource Manager
Department: Administration
Supervisor: Superintendent of Business Services & Technology
Classification: Full Time - Exempt

Summary

Subject to administrative approval of the Superintendent of Business Services & Technology, plans, supervises and coordinates the Park District's personnel system; evaluates staff orientation training needs and develops appropriate programs; formulates implements and monitors procedural policies and practices as they relate to personnel and insurance issues. Supervision of the Risk Manager.

Qualifications – Education, Experience and Training

Bachelor degree in human resources, public administration or related field. Minimum of two (2) years of progressively responsible experience in a professional personnel environment, preferably in the public sector. Bi-Lingual in Spanish a plus. CPR, First Aid and AED Certification required within six months of employment. Valid State of Illinois driver's license.

Duties and Responsibilities

A. Essential Functions

- Directs and participates in recruitment, placement and employee orientation.
- Human Resources Management, Benefits Administration, Supports Diversity, Classifying Employees, Employment Law
- Knowledge in district policies and risk management programs.
- Coordination of the Park District Wellness program.
- Review training and provides and develops in-service training for the Park District personnel.
- Direct and participates in personnel transactions.
- Maintain records and files related to personnel, safety/risk management and certificates.
- Conducts research and salary surveys to evaluate pay requirements for specific job descriptions.
- Monitors existing personnel programs to ensure compliance with all federal, state and local laws and regulations related to personnel, safety and insurance laws. Assures employees have necessary certificates as required by law.
- Investigates and documents problems relating to working conditions, disciplinary actions, employee grievances; recommends appropriate action.
- Interprets the personnel program to department heads and employees.
- Monitor personnel policy manual, recommends changes and additions to keep District policies contemporary.
- Develop, edit and produce the quarterly employee newsletter.
- Works closely with Executive Director, Superintendent of Business Services & Technology and Administrative Assistant with personnel matters or other areas as assigned by the Superintendent of Business Services & Technology.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Maintains historical human resource records; keeping past and current records.
- Maintains employee benefits programs and informs employees of benefits; studies the benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims;
- conducts educational programs on benefit programs.

- Payroll Administration.
- Perform other related duties as assigned.
- Knowledge of the fundamental principles and practices of public personnel administration including classification, compensation, selection, placement, and personnel transaction and employee relations.
- Ability to plan, assign and coordinate the activities of subordinates and to provide effective leadership in the development and implementation of personnel programs.
- Skills to plan, delegate and establish priorities to accomplish goals.
- Maintain an effective working relationship with department heads, Park District employees, patrons and external agencies.
- Event Planning.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.
- Employee must demonstrate skills in dealing with media organizations in a wide variety of situations, some stressful and emotional.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must be able to work with other members of senior management and a publicly elected Board of Park Commissioners.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- Medium strength of 40 to 50 lbs.

C. Environmental Considerations

- May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.
- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District area.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the position.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

**Mundelein Park and Recreation District
Job Description**

Job Title: Human Resources Specialist
Department: Business Services & Technology
Supervisor: Human Resources Manager
Classification: Full-Time: Non-Exempt - Hourly

Summary

The Human Resources Specialist will provide services to support the effective and efficient operations of the Park Districts' human resources division.

Qualifications– Education, Experience and Training

High School Degree or G.E.D. required. College graduate preferred. Three (3) years' proven experience in a similar role is preferred. Good understanding of the full recruitment process. Solid problem-solving and team management abilities. Working knowledge of HR Software, Timekeeping Software, ATS Software, and Microsoft Office software. CPR, First Aid, and AED Certification required within six months of employment. Valid State of Illinois driver's license.

Duties and Responsibilities

A. Essential Functions

- Assist with day-to-day operations of the HR functions and duties.
- Maintains accurate and up-to-date HR files, records, and documentation.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations, etc.).
- Coordinate HR projects (meetings, trainings, surveys, etc.).
- Deal with employee requests regarding HR resources issues, rules, and regulations.
- Respond to employees' queries and resolve issues in a timely and professional manner.
- Assist in the payroll process.
- Participate in professional committees, conferences, workshops, and classes to improve job knowledge and management skills.
- Conduct or assist with new hire orientation.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Attend pertinent departmental/park district meetings and in-house training sessions.
- Conduct self-according to the policies and procedures as established by the park district.
- Provide clerical and administrative support to HR Manager
- Perform other related duties as assigned.

B. Marginal Functions

- Understand and use basic current computer operating systems and job-related software applications.
- Proficient with or the ability to quickly learn payroll management, HR information system (HRIS), and similar computer applications.
- Assist in the recruitment process including coordinating and attending job fairs.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Provide good customer service internally to fellow staff and externally to customers and associates.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees. Employee must work effectively under deadlines in a variety of environments and elements. Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult decisions without emotion and based on fact. Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl. May occasionally be required to lift and/or move up to 40 to 50 pounds.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

C. Environmental Considerations

- Employee may be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.
- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures. Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job. Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspects of the position.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow

through.

- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required. Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check. Submit proof of date of birth.
- Provide a copy of driver's license. Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing. Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Superintendent of Business Services & Technology
Department: Administration
Supervisor: Executive Director
Classification: Full-Time - Exempt

Summary

The Superintendent of Business Services & Technology is responsible managing the accounting, financial, Human Resources, Risk Management and Technology functions of the Park District.

Qualifications – Education, Experience and Training

Bachelor's degree in accounting, finance, business administration or a related field. Minimum five years full time accounting experience, governmental accounting preferred. Working knowledge of Microsoft Office Suite programs, familiarity with integrated accounting software systems. CPR, First Aid and AED Certification required within six months of employment. Valid State of Illinois driver's license.

Duties and Responsibilities

A. Essential Functions

- Assist the Executive Director in the development and continues evaluation of short and long-term strategic financial objectives.
- Reconcile all bank activity to general ledger activity in a formal monthly report for review by the Executive Director.
- Prepare and analyze monthly Treasurers Report for Board of Commissioners.
- Process bi-weekly payroll liabilities to the general ledger.
- File all required Federal and State payroll taxes and reports and monthly IMPR report.
- Processing of year end W-2's and the processing of the 1099's.
- Responsible for the month end closing duties, including producing financial reports.
- Generate the production of the annual Treasurer's Report and independent audit to meet all State & Federal requirements.
- Develop and institute internal audit program to protect public resources and assure authorized procedures are followed.
- Supervise, train and evaluate an administrative staff consisting Business Services Manager, Human Resources, IT and their respective staffs.
- Oversees the operation of all accounting and financial systems, records and related detail to ensure the efficient and effective financial operation of the Park District.
- Oversees Park District investments to assure compliance with investment policies and procedures and state regulations for the Board of Commissioners.
- Coordinates the preparation of the budget and oversees the control of expenditures within the budget framework for all departments and Executive Director.
- Prepares budgetary reports and administers the expenditures of budget funds and capital funds as approved by the Board of Commissioners.
- Develops, implements and monitors a system of financial reports and controls procedures, in conjunction with the Executive Director and Department Heads.
- Prepares, studies and conducts projections which may have impact on the future ability of the Park District to meet its financial obligations.
- Prepares for and serves as the Park District liaison to the auditors for the Park District's annual audit, reviews audit findings and implements auditors' recommendations.
- Plans and directs the employee benefit programs, including insurance programs, the Illinois Municipal Retirement Fund program, and all other voluntary employee benefit programs

- Recommends personnel policy changes.
- Prepares an annual wage and salary schedule for both full- and part-time staff.
- Develops and oversees Park District inventory statistics.
- Oversees technology needs for the Park District and leads initiatives to enhance efficiencies through the utilization of technology.
- Reviews insurance and liability provisions of Park District's contracts.
- Attends the Committee of the Whole meeting if necessary and one Park Board meetings each month.
- Attends evening and/or weekend meetings called by the Executive Director, as required.
- Attends day time, evening and weekend department meetings and special events, as needed.
- Assists Executive Director on the Park District's Capital Plan.
- Develops, implements and monitors the department's section of the Comprehensive Plan.
- Supervises the hiring, training and evaluation of all Department of Business & Technology services staff, and hires, trains, and evaluates full-time and part-time direct reports.
- Conducts staff meetings with direct reports.
- Compile and Prepare Tax Levy Ordinance, Budget and Appropriations Ordinance, Park District annual financial statements, Mundelein Parks Foundation annual report and other required financial reports as needed.
- Monitor cash flow requirements and optimize investment income in accordance with the Park District's Investment Policy. Maintain a system of internal controls over the disbursements of funds.
- Administer all accounting functions including accounts payable, payroll, cash receipts/accounts receivable, inventory, fixed assets. Provide for adequate system of internal controls.
- Provide financial direction and debt management planning for the Board of Park Commissioners and Executive Director. Coordinate bond and other types of debt issues
- Oversee the compilation of monthly financial statements and prepare financial projections and other special financial reports for the Board and staff.
- Maintain the information technology environment including its hardware, connectivity and applications. Review and approve system modification request. Direct the planning, selection and implementation of new system applications. Provide for an adequate system of training for staff. Maintain a system of security and control.
- Assist with implementing and executing Distinguished Accreditation standards and criteria.
- Develop and maintain Intranet for employees including introducing policies and providing communication about the district.
- Direct continual hardware and software support.
- Other duties and responsibilities may be assigned by the Executive Director as needed.

B. Marginal Functions

- Assist the Executive Director with the annual budget.
- Assist the Executive Director with the analysis of financial results, budgets, financial trends and forecasts.
- Maintain long-range technology plan.
- Participate in Park District safety program to ensure that work performed and services provided are implemented in a safe manner.
- Aid or perform other projects or duties at the discretion of the Executive Director.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Attend as directed meeting of the Park Board of Commissioners.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.
- Deadline pressure and holding others to deadlines may cause stress.
- Employee may have to work extra hours during peak production periods.
- Employee must be able to work with other members of senior management and a publicly elected Board of Park Commissioners to include presentations and attendance at meetings.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- Medium strength of 40 to 50 lbs.
- May experience long periods of sitting and long hours of computer work.

C. Environmental Considerations

- May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.
- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District area.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess excellent math skills.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must use good safety awareness and judgment in all aspects of the position.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.

- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 4/1/22

Mundelein Park and Recreation District Job Description

Job Title: Assistant Golf Course Superintendent
Department: Steeple Chase Golf Club
Supervisor: Golf Course Superintendent
Classification: Full Time - Exempt

Summary

The Assistant Superintendent is responsible for performing a variety of golf course management, maintenance, and mechanical duties to insure a well-groomed golf course and well managed maintenance staff. The Assistant Superintendent is responsible for performing the duties outlined in this analysis. Work is performed at a moderate, constant pace, but may vary slightly depending on the demands of the job required. The Assistant Superintendent must be able to work independently, as well as being able to competently manage 2-20 person groups of workers, in an effective, productive manner.

Qualifications – Education, Experience and Training

Two-to-four-year degree in Turf Grass Management or related field of study. One to three years of experience as an Assistant Superintendent or Assistant in Training. A valid driver's license is required. Thorough knowledge of occupational hazards and safety precautions of the trade. A valid Illinois Pesticide Applicators License is required within 60 days of employment. CPR, First Aid and AED Certification required within six months of employment. Valid State of Illinois driver's license.

Duties and Responsibilities

A. Essential Functions

- Lead all safety trainings for the golf maintenance crew.
- Meet daily with Superintendent to develop work assignments for maintenance crew.
- Act as Superintendent during his /her absence, including daily crew assignments and course inspections.
- Take inventory of necessary chemicals/pesticides and assist in bid preparation.
- Perform maintenance tasks such as applying pesticides, mowing grounds, raking bunkers, changing cups on the greens, repairing irrigation leaks, aerating turf and top-dressing greens and tees.
- Perform other related duties as assigned.

B. Marginal Functions

- Maintain records of projects completed.
- Perform simple carpentry and plumbing.
- Snow removal.
- Assist with horticultural tasks.
- Assist in mechanical repairs.
- Reply to emergency calls from Police/Fire for alarms.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.
- Employee must demonstrate skills in dealing with media organizations in a wide variety of situations, some stressful and emotional.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must be able to work with other members of senior management and a publicly elected Board of Park Commissioners.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- Medium strength of 40 to 50 lbs.

C. Environmental Considerations

- May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.
- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District area.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the position.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 4/1/22

Mundelein Park & Recreation

Job Description

Job Title: Assistant Golf Operations Manager
Department: Steeple Chase Golf Club
Supervisor: Golf Operations Manager
Classification: Full Time - Exempt

Summary

Assist the Golf Operations Manager in all golf and shop operations. Help with merchandise ordering, display, and sales. Handle tee-times reservations and collect green fees and rental fees. Provide golf lessons and clinics and help supervise and train other golf operations staff. Responsible for training, supervising and scheduling staff members such as cart attendant, golf shop attendant, ranger and starters.

Qualifications – Education, Experience and Training

Two-year college degree or equivalent. A PGA registered student or member in good standing preferred. Knowledge of merchandising and retailing. Excellent written and oral communication skills. Good general knowledge of clerical and accounting procedures. CPR, First Aid and AED Certification required within six months of employment. Valid State of Illinois driver's license.

Duties and Responsibilities

A. Essential Functions

- Supervise and schedule beverage cart attendants and bartenders. Assist with scheduling of pro shop staff.
- Help customers with their purchases, utilizing product knowledge.
- Find out make, type and quality of merchandise desired, display merchandise and suggest selection that meets customer needs.
- Help in shop displays and appearance.
- Help with the purchase of decorations and displays. Receive and price merchandise, restock sales floor.
- Complete financial report for shop at beginning and/or ending of shift. Conduct product knowledge seminars for shop staff.
- Initiate and promote golf activities for customers. Possess current Basset certificates.
- Perform other related duties as assigned.

Marginal Functions

- Maintain a working knowledge of all general and department-specific safety rules.
- Cooperate and assist in the investigation of all accidents/incidents.
- Attend all required safety programs and in service training.
- Treat public complaints and concerns with the utmost attention.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees. Employee must work effectively under deadlines in a variety of environments and elements. Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must be able to work with other members of senior management and a publicly elected officials.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching. Medium strength of 40 to 50 lbs.

C. Environmental Considerations

- May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities. Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District area.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job. Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the position.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through. Worker must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check. Submit to a pre-placement physical.
- Submit to a pre-placement drug testing. Submit proof of date of birth.
- Provide a copy of driver's license. Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 4/1/22

Mundelein Park & Recreation District Job Description

Job Title: Golf Course Maintenance Foreman - Class I
Department: Steeple Chase Golf Maintenance
Division: Golf Course Maintenance
Supervisor: Golf Course Superintendent
Classification: Full-Time: Non-Exempt-Hourly

Summary

The Golf Course Maintenance Foreman reports directly to the Golf Course Superintendent. They are responsible for assisting in the daily management and operations of the golf course and overseeing and leading special projects. The Golf Course Maintenance Foreman must be able to work independently, as well as being able to competently lead 4-8 person groups of workers to complete special projects, in an effective, productive manner. Other responsibilities include training and supervision of staff as well as assisting in all aspects of cultural practices, proper operation of the irrigation system as well as operation of equipment. The Golf Course Maintenance Foreman is responsible for performing the duties outlined in this analysis. Work is performed at a moderate, constant pace, but may vary slightly depending on the demands of the job required.

Qualifications – Education, Experience and Training

Must have 5 or more years of experience in golf course maintenance or related field of study with an emphasis on highly skilled projects involving heavy machinery. Current state of Illinois driver's license. Minimum high school graduate or general education degree (GED) preferred with additional training or education related to the duties and responsibilities of the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Thorough knowledge of occupational hazards and safety precautions of the trade. CPR, First Aid and AED Certification required within six months of employment. Valid State of Illinois driver's license.

Duties and Responsibilities

A. Essential Functions

- Ability to operate tractors, skid loaders, trucks mowers, small equipment, and various hand tools including chainsaws.
- Ability to reconstruct sand traps.
- Ability to mow and trim using tractors, mowers, and trimmers.
- Ability to perform maintenance and repair of irrigation systems.
- Ability to perform the installation and maintenance of above and below ground drainage.
- Ability to perform light construction- carpentry, asphalt/concrete, and plumbing.
- Ability to perform tree work- installation, removal, and pruning as required.
- Ability to perform snow removal from parking lots, sidewalks, and pathways throughout the golf course as required.
- Lead special projects.

B. Marginal Functions

- Excellent verbal communication.
- Detail oriented.
- Ability to work independently and work within a team.
- Ability to clean-up litter and garbage throughout the golf course.
- Ability to install, maintain, and repair general landscape throughout the golf course.
- Ability to fertilize, seed, and apply chemicals.
- Ability to inspect, maintain, and repair course amenities such as benches, ball washers, fencing, and signage.
- Ability to communicate progress, status, or problems with assignments to respective supervisor.
- Assist with horticulture tasks as assigned.
- Regular and predictable onsite attendance.

C. Psychological Functions

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

Considerations

A. Psychological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- Medium strength of 50 to 75 lbs.
- May be required to work more than 40 hours per week, including nights, weekends, and holidays.

B. Environmental Considerations

- May be required to lift and/or move up to 75 pounds when setting up for certain programs or activities.
- Employee is exposed to outside weather conditions, including extreme heat and cold, rain, snow and ice.
- Work area indoors, in a smoke free, with controlled temperature and fluorescent lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Must be able to communicate in English, both verbally and in writing.
- Must possess time management and organizational skills to effectively perform his/her job.
- Demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Able to make judgments with respect to confidentiality of information and problem solving.
- Use good safety awareness and judgment in all aspects of the position.

D. Safety Considerations

- Follow direction from supervisor with safe and effective follow through.
- Able to use good safety awareness and judgment.
- Participate in safety related training as required.
- Must be able to wear PPE necessary for the task.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-employment reference check.
- Submit to a pre-employment state criminal background check.
- Submit to a pre-employment physical.
- Submit to a pre-employment drug testing.
- Submit proof of date of birth.
- Submit proof of eligibility to work in the U.S.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 4/1/22

Mundelein Park & Recreation District
Job Description

Job Title: Golf Course Mechanic
Department: Steeple Chase Golf Club Course
Supervisor: Golf Course Superintendent
Classification: Full Time - Non-Exempt - Hourly

Summary

The Mechanic is responsible for performing a variety of mechanical duties to maintain and/or repair properties and equipment. Mechanic must be able to work independently and assess priorities.

Qualifications – Education, Experience and Training

High school graduate or equivalent, minimum three years' experience as a mechanic, and at least two years' experience in Golf Course Mechanics. A valid Illinois State Drivers Licenses Class C is required. Thorough knowledge of occupational hazards and safety precautions of the trade. Valid Illinois Pesticide License or obtaining one within 60 days of hiring. CPR, First Aid and AED Certification required within six months of employment.

Duties and Responsibilities

A. Essential Functions

- Repair trouble shoot and maintain all types of equipment on the Golf Course, i.e. small engines, dieselengine, tractors, golf cards, etc.
- Sharpen mower blades.
- Paint equipment and body repairs.
- Inspect all installations, repairs and maintenance performed by dealers and specialty shops. Prepares and maintains service records on all equipment.
- Inspects all new equipment to insure established standards.
- Responsible for maintaining adequate inventories of all supplies, and the security of those supplies. Must be able to supervise seasonal employees as assigned when their supervisor is not available.
- Assist seasonal with equipment necessary to do the job.
- Maintain adequate inventories of all supplies and the security of those supplies. Recommends ordering supplies as necessary to Supervisors.
- Knowledge of reel maintenance, grinding and setup.
- Must be able to diagnose hydraulic and electrical problems.
- Must have ability to institute a preventive maintenance program.
- Perform other related duties as assigned.

B. Marginal Functions

- Assisting with horticulture tasks. Assisting Carpentry and plumbing tasks. Snow removal from Club House area.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Attend as directed the meeting of the Park Board of Commissioners.
- Must be able to supervise seasonal employees as assigned when the supervisor is not available. Must be able to weld and fabricate.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees. Employee must work effectively under deadlines in a variety of environments and elements. Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact. Employee must demonstrate skills in dealing with media organizations in a wide variety of situations,
- some stressful and emotional.
- Employee must be able to function in a sometimes fast and ambiguous environment. Employee must be able to work with other members of senior management.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching. Medium strength of 40 to 50 lbs.

C. Environmental Considerations

- May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities. Employee general work area is indoors, in a smoke free, open garage environment with controlled temperature and fluorescent lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District area.

D. Cognitive Considerations

- Employee must have the ability to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job. Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the position.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check. Submit to a pre-placement physical.
- Submit to a pre-placement drug testing. Submit proof of date of birth.
- Provide a copy of driver's license. Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 4/1/22

**Mundelein Park & Recreation District
Job Description**

Job Title: Pro Shop Manager
Department: Steeple Chase Golf Club
Supervisor: Golf Course Operations Manager
Classification: Full Time – Exempt

Summary

Assist the Golf Course Operations Manager and Golf Course Assistant Manager in all golf and shop operations. Help with merchandise ordering, display, and sales. Handle tee-times reservations and collect green fees and rental fees. Assist with golf lessons and clinics and help supervise and train other golf operations staff. Responsible for training golf shop staff in the workings of point of sale, reservations system, and Park District Policies. Pro Shop Manager will be responsible for being in charge of either opening or closing clubhouse operations on a daily basis. Pro Shop Manager in the offseason will make calls on local area businesses to sell advertising on Steeple Chase's GPS System. Also, contact businesses and other organizations to promote golf outings during the offseason.

Qualifications – Education, Experience and Training

Two-year college degree or equivalent. A good working knowledge of the game of golf. Knowledge of merchandising and retailing. Excellent written and oral communication skills. Good general knowledge of clerical and accounting procedures. CPR, First Aid and AED Certification required within first six months of employment. Valid State of Illinois driver's license.

Duties and Responsibilities

A. Essential Functions

- Supervise and train pro shop personnel in the areas of point of sale, customer service, Park District Policies.
- Help in any area of Golf Operations when needed such as, outings, banquets, etc.
- Assist customers with their purchases, utilizing product knowledge.
- Assist Golf Course Operation Manager and Golf Course Assistant Manager In finding out make, type and quality of merchandise desired, display merchandise and suggest selection that meets customer needs.
- Assist in putting together shop displays and appearance.
- Assist in receive and price merchandise, restock sales floor.
- Assist in conducting daily, weekly and monthly physical inventories of merchandise.
- Inform Golf Operations Manager when items need to be ordered, order inventory supplies as directed.
- Assist in conducting product knowledge seminars for shop staff.
- Assist with planning and execution of sales promotions and printed promotional material.
- Assist Initiating and promoting golf activities for customers.
- Maintain office and work area in a professional manner.
- Perform other related duties as assigned.

B. Marginal Functions

- Maintain a working knowledge of all general and department-specific safety rules.
- Cooperate and assist in the investigation of all accidents/incidents.
- Attend all required safety programs and in service training.
- Treat public complaints and concerns with the utmost attention.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Assist in any custodial duties that need to be done to maintain a clean and orderly facility.
- Be on the list to reply to Police/Fire alarms.
- Possess current Basset certificate.
- Possess current Food Handler certificate.

Considerations**A. Psychological Considerations**

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- Medium strength of 40 to 50 lbs.

C. Environmental Considerations

- May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.
- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District area.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the position.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 4/1/22

Mundelein Park & Recreation District Job Description

Job Title: Golf Course Superintendent
Department: Steeple Chase Golf Club Course
Supervisor: Steeple Chase Golf Course Manager
Classification: Full Time - Exempt

Summary

Under the direction and instruction of the Golf Operations Manager, the Superintendent is responsible for supervisory work directing the care and improvement of the golf course grounds and facilities. Work involves responsibility for planning and directing the work of personnel engaged in the maintenance and repair of equipment, structures and grounds of the golf course and for the supervision of construction activities. The Superintendent exercises independent judgment in carrying out the details of the work program and is responsible for results achieved. Work is reviewed through conferences, inspections, written reports, and formal evaluations.

Qualifications – Education, Experience and Training

Graduated from a trade school, college or university with a major in turf management, agronomy or related field. A minimum of six years of responsible experience in golf course maintenance operations and four years of supervisory experience. GCSAA certification or the ability to obtain certification within a year. CPR, First Aid and AED Certification required within first six months of employment. Pesticide Application License is required or must obtain within six months of employment. Proficiency in Microsoft Word and Excel. Ability to speak Spanish is a plus. Valid State of Illinois driver's license.

Duties and Responsibilities

A. Essential Functions

- Plan, organize and supervise personnel engaged in irrigating, mowing, fertilizing, watering and spraying the golf course and all other necessary duties involved in maintaining the course.
- Plan and implements a yearly maintenance management program for all tasks to be performed including turf management, aeration, fertilization, weed and pesticide control, drainage, irrigation, mowing, spraying, seeding, sodding, building improvements, mechanical equipment and litter removal.
- Prepare recommendations for annual golf course maintenance budget requirements and administers the budget as adopted by the Park District.
- Responsible for the employment, training, scheduling and supervision of all personnel engaged in the care and maintenance of the golf course grounds and equipment.
- Develop and maintains a sound program of public relations to provide interest and increase the use of the golf facility.
- Make recommendations to increase golf services offered by the Park District, keeps updated to current practices within the golf profession and attends meetings whenever possible to maintain communications with the golf industry.
- Work cooperatively with other park district staff to provide maintenance for scheduled special events, tournaments and leagues. A sound working understanding and cooperation must be maintained with all park district departments.
- Regularly inspect the golf course, buildings and equipment to ensure safe playing and working conditions and submits a report to the Golf Operations Manager and Director of the inspection.
- Maintain a system of maintenance records and reports, reviews time keeping system for accuracy and completes the necessary reports.
- Schedule, plan and supervise the planting, growth and maintenance of turf grasses, flowers, trees, shrubs and propagation of other plant materials.
- Direct the eradication and control of turf, plant, and tree diseases and pest controls by

- applications of proper chemicals. Maintains State of Illinois applicator's license.
- Direct and supervise the applications and storage for safe and proper handling of all chemicals, fertilizers, and other maintenance supplies used in the operation of the golf course.
- Maintain material safety data records for all golf operations.
- Work cooperatively with the Parks Department in scheduling the use of equipment, construction projects and other special projects.
- Trains all personnel under his jurisdiction in the property operation, care and maintenance of equipment, chemical application, turf and plant maintenance. Provides employee "Right to Know" program.
- Perform such other duties as required or assigned by the Golf Operations Manager or Director.
- Golf Superintendent shall have no established hours and will be considered on duty at all times or as scheduled by the Golf Operations Manager or Executive Director.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Attend as directed the meeting of the Park Board of Commissioners and minimally quarterly.

B. Marginal Functions

- Attend golf course tours/observations with Executive Director when requested.
- Attend district-wide meetings.
- Assist staff in the performance of their duties.
- Serve on in-house committees and attend seminars and training workshops.
- Understand and use basic current computer operating systems and job-related software applications.
- Operate office equipment including calculator, computer, copier and miscellaneous small office equipment.
- Communicate effectively both verbally and in writing.
- Provide good customer service internally to fellow staff and externally to customers and associates.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.
- Employee must demonstrate skills in dealing with media organizations in a wide variety of situations, some stressful and emotional.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must be able to work with other members of senior management and a publicly elected Board of Park Commissioners to include presentations and attendance at meetings.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- Medium strength of 40 to 50 lbs.

C. Environmental Considerations

- May be required to lift and/or move up to 50 pounds when setting up equipment.
- Employee general work area is outdoors, with uncontrolled temperatures.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Golf Course area.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the position.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit to a reference check.
- Submit to a state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Provide verification of education.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Golf Course Operations Manager
Department: Steeple Chase Golf Club
Supervisor: Executive Director
Classification: Full Time - Exempt

Summary

Manage and direct all phases of Steeple Chase Golf Club to include operation of the pro shop, club house and maintenance including supervision of the Golf Course Superintendent and golf professionals. Responsible for the immediate supervision of full-time, part-time and seasonal employees including Pro Shop, Food Services staff, Starters/Rangers and Cart staff.

Qualifications – Education, Experience and Training

Bachelor's degree in Golf Management, Business Administration or related field and five (5) years of progressive experience managing full service 18-hole golf course, or a combination of education and experience sufficient to perform duties. Must be a Professional Golf Association member or ability to obtain such membership within three years. Valid State of Illinois driver's license. CPR, First Aid and AED Certification required within first six months of employment.

Duties and Responsibilities

A. Essential Functions

- Supervise the hiring, training and evaluation of all department staff and hire, train and evaluate full-time direct reports.
- Direct the operations of Steeple Chase Golf Club which includes merchandising, maintenance of records, inventory control, product evaluations, scheduling and customer service.
- Promote services to generate revenue.
- Direct and monitor the golf course grounds maintenance activities.
- Direct and monitor the food & beverage operation.
- Monitor merchandise sales and golf course usage; prepare operational reports and analyses setting forth progress, adverse trends and appropriate conclusion and recommendations to maximize revenue and usage; analyze needs and plan short- and long-range goals.
- Oversee both private and group golf lessons.
- Determine fiscal requirements and prepare budgetary recommendations.
- Using excellent customer service skills establish and maintains effective working relationships with other employees, officials, and all members of the general public.
- Make Daily bank deposits and work with the Superintendent of Business Services & Technology on financial procedures.
- Possess current Basset certificates.
- Coordinate, collaborate and communicate with all other department heads on projects and events.
- Develop, implement and monitor the department's section of the Comprehensive Plan.
- Recommend policy changes related to specific areas.
Attends the Committee of the Whole meeting if necessary and one Park Board meeting each month.
- Attend evening and/or weekend meetings called by the Executive Director, as required.
- Attend day time, evening and weekend department meetings and special events, as needed.
- Assist Executive Director on the Park District's capital plan.

- Evaluate monthly financial reports and submits progress and projections to the Superintendent of Business Services Technology and/or Executive Director as needed.
- Assis with implementing and executing Distinguished Accreditation standards and criteria.
- Perform other related duties as assigned by the Executive Director as needed.

B. Marginal Functions

- Attend staff meetings as directed.
- Work with Marketing Manager to develop and implement a marketing plan.
- Participate in Park District safety program to ensure that work performed and services provided are implemented in a safe manner.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Attend as directed the meeting of the Park Board of Commissioners.
- May serve on various employee committees, as required and assigned.
- Oversee various events and activities to include golf tournaments and clinics.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Deadline pressure and holding others to deadlines may cause stress.
- Employee may have to work extra hours during peak production periods.
- Must be able to enforce course and facility rules and regulations firmly, tactfully, and impartially.
- Ability to perform frequent overtime and holiday work.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must be able to work with other members of senior management and a publicly elected Board of Park Commissioners to include presentations and attendance at meetings.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- Medium strength of 40 to 50 lbs.

C. Environmental Considerations

- May be exposed to elements when driving to appointments with printers, newspapers, and attending events/programs.
- Activities performed indoors which would include temperature and lighting.
- Employee will work indoors and outdoors and may be exposed to extreme weather conditions.
- May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.
- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District area.

D. Cognitive Considerations

- Employee must have the ability to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspects of the position.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Marketing Manager
Department: Administration
Supervisor: Executive Director
Classification: Full Time - Exempt

Summary

The Marketing Manager is responsible for the overall marketing and promotion of all District programs, facilities and events as well as the dissemination of pertinent information to the community.

Qualifications – Education, Experience and Training

Bachelor's degree in marketing, public relations or a related field. Minimum three years full time experience developing and implementing marketing plans. Must be able to meet deadlines and develop and implement budgets. Must have good writing, grammar and be able to present themselves professionally when working with staff, community and the media. Experience with commercial graphics programs such as Adobe Creative Suite, and content management systems required. Must possess excellent communication skills. Must be familiar with marketing on social media platforms. Bilingual abilities a plus. CPR, First Aid and AED Certification required within first six months of employment. Valid Illinois Driver's License.

Duties and Responsibilities

A. Essential Functions

- Manage Marketing project flow.
- Directly supervise marketing department staff.
- Develop and implement marketing plans for revenue facilities (aquatics, fitness & golf) including budgets and evaluation.
- Develop and implement marketing plans for Recreation Department and other facilities as well as promote special events.
- Maintain the Park District's website, including content management and CMS.
- Maintain and monitor Park District's social media sites.
- Design and coordinate production of Park District seasonal brochures, including securing competitive quotes from vendors.
- Design all program and facility marketing and information materials including brochures, handbooks, programs, posters, forms and newsletters.
- Create online brochure including live links to all programs.
- Create logo/graphics for program areas and events.
- Design and manage production of all signage both at facilities and throughout the parks.
- Maintain the District brand, voice and style guide.
- Keep abreast of best practices for Design software, online marketing tools and social media including but not limited to Creative Cloud software, Constant Contact, Google Analytics, Facebook, Instagram, You Tube and Twitter.
- Responsible for email marketing communications.
- Develop and maintain relationships with local governmental and community representatives.
- Develop and maintain relationships with various local media representatives.
- Maintain indoor and outdoor electronic boards, constant contact, newsletters, posters, apps and videos.
- Develop, implement and monitor the department's section of the Comprehensive Plan.
- Assist with implementing and executing Distinguished Accreditation standards and

criteria.

- Assist with emergency procedures and building evacuation.
- Develop welcome packets for new residents.
- Responsible for launch, execution and evaluation of comprehensive communication and promotions plans for programs, facilities and special events.
- Develop and implement market research objectives via focus groups, needs analyses, attitude surveys and other methods to determine community needs and desires.
- Establish, implement and monitor strategic positioning, branding and marketing strategies for the District.
- Webmaster for the District which includes overseeing the technical aspects of the site such as construction and maintenance and also managing website content.
- Prepares, submits and oversees an annual budget for marketing budget.
- Plan and execute forums, dedications, anniversaries and grand openings.
- Produce content and ROI strategies for the District web site by implementing tracking mechanisms to measure visibility and effectiveness.
- Write, edit, proofread and disseminate news releases, feature stories and bylined articles for media, publications, brochure, surveys, newsletters, annual reports, direct mail pieces, promotional collateral, and on hold messaging.
- Perform all job tasks within the rules and guidelines of the Park District's safety program.
- Perform other related duties as assigned by the Executive Director as needed.

B. Marginal Functions

- Attend staff meetings as directed.
- Make arrangements for agency participation in community open houses, Chamber of Commerce events.
- Assist public speaking, booth displays, community meetings and presentation.
- Participate in Park District safety program to ensure that work performed and services provided are implemented in a safe manner.
- Assist with updating promotional electronic communication systems.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Tickets and program guides.
- Attend programs and special events to take photographs for promotional purposes.
- Monitor Business Partnerships created by Sponsorship Coordinator.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Deadline pressure and holding others to deadlines may cause stress.
- Employee may have to work extra hours during peak production periods.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.
- Employee must demonstrate skills in dealing with media organizations in a wide variety of situations, some stressful and emotional.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must be able to work with other members of senior management and a publicly elected Board of Park Commissioners to include presentations and attendance at meetings.

B. Physiological Considerations

- May experience long periods of sitting and long hours of computer work.
- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- Medium strength of 40 to 50 lbs.

C. Environmental Considerations

- May be exposed to elements when driving to printers, newspapers, appointments and attending events/programs.
- Activities performed indoors which would include temperature and lighting.
- May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.
- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District area.

D. Cognitive Considerations

- Employee must have a good command of the English language in both verbal and written communications.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must have the ability to make judgments with respect to confidentiality of information.
- Employee must use good safety awareness and judgment in all aspects of the position.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the position.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Custodial Foreman
Department: Park and Facility Maintenance Department
Division: Facility Maintenance
Supervisor: Facility Maintenance Manager
Classification: Full-Time: Non-Exempt-Hourly

Summary

The Facility and Aquatic Maintenance Custodial Foreman position will be responsible for the overall cleanliness of all facilities including the outdoor and indoor Aquatics Facilities such as Barefoot Bay, Indoor Pool and Diamond Lake. He/she will work closely alongside the Facility and Aquatic Maintenance Supervisor. Normal work hours are Monday through Friday, 9 a.m. to 5:30 p.m. This position may require some early morning and late-night hours, weekends, and holidays.

Qualifications – Education, Experience and Training

Must be 18 years of age or older. Must have 3 years' experience in a custodial position. Minimum high school graduate or general education degree (GED) preferred with additional training or education related to the duties and responsibilities of the position. Bi-lingual (English and Spanish) is preferred. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Maintains consistent working knowledge of cleaning equipment and procedures. CPR, First Aid and AED Certification required within six months of employment. Valid Illinois Driver's License.

Duties and Responsibilities

A. Essential Functions

- Assists in the tracking and ordering of custodial supplies.
- Assists in the coordination of cleaning duties, facility activity preparations and set up of events.
- Perform custodial duties including, but not limited to, cleaning floors, bathrooms, windows, and food surfaces.
- Perform chemical tests of pools every hour.
- Remove garbage and other waste from facility.
- Vacuum and clean pools and filter baskets.
- Follow through on exceeding the cleanliness expectations of members and prospective customers.
- Maintain proper knowledge of all cleaning equipment and their locations.
- Follows instructions for cleaning chemicals and supplies
- Maintain cleanliness and sanitation of the designated areas
- Strips, cleans & buffs floors & shampoos carpets as requested
- Adheres to all departmental and Park District policies and procedures.
- Perform other related duties as assigned.

B. Marginal Functions

- Assists in the planning and budgeting process.
- Energetic, and enthusiastic
- Excellent verbal communication
- Detail oriented.
- Ability to work independently and work within a team.

Considerations

A. Psychological Considerations

- Maintain a positive working relationship with other employees.
- Work effectively under deadlines in a variety of environments and elements.
- Demonstrate ability to make difficult personnel decisions without emotion and based on fact.
- Function in a sometimes fast and ambiguous environment.

B. Environmental Considerations

- May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.
- **Outdoors** - Work area is outdoors in various temperatures including occasional excessive heat and precipitation.
- **Indoors** - Work area is indoors, in a smoke free, with controlled temperature and fluorescent lighting.

C. Cognitive Considerations

- Able to communicate in English, both verbally and in writing.
- Possess time management and organizational skills to effectively perform his/her job.
- Demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Able to make judgments with respect to confidentiality of information and problem solving.

D. Safety Considerations

- Follow direction from supervisor with safe and effective follow through.
- Able to use good safety awareness and judgment.
- Participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-employment reference check.
- Submit to a pre-employment state criminal background check.
- Submit proof of date of birth.
- Submit proof of eligibility to work in the U.S.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

Mundelein Park & Recreation District
Job Description

Job Title: Custodian
Department: Park and Facility Maintenance
Division: Facility Maintenance
Supervisor: Facility Maintenance Supervisor
Classification: Full Time: Non-Exempt - Hourly

Summary

The Custodian is responsible for cleaning and maintaining Park District facilities. The Custodian is responsible for a multitude of tasks from cleaning, fixing toilets, room set ups, and janitorial/custodial duties.

Qualifications – Education, Experience and Training

Must be 18 years of age or older. Minimum high school graduate or general education degree (GED) required with additional training or education related to the duties and responsibilities of the position. Requires over one (1) year and up to and including three years of related experience. CPR, First Aid and AED Certification required within six months of employment. Valid Illinois Driver's License.

Duties and Responsibilities

A. Essential Functions

- Cleans (sweeps, mops, dusts, scrubs, sanitizes, vacuums) floors, walls, fixtures in various activity rooms, restrooms, locker rooms, office spaces, lobbies, lounges, hallways and stairways.
- Empties all facility waste receptacles, and transports trash trays and transports trash/waste to disposal. Sweeps, scrubs, waxes and polishes floors.
- Cleans rugs, carpets, furniture and window coverings. Dust's furniture and equipment. Polishes metalwork. Wash walls, ceiling and woodwork.
- Washes windows, door panels, and sills.
- Cleans and polishes lighting fixture, counter surfaces, and trim.
- Prepares furniture set-up and adjustments for recreational programming and/or special events.
- Notifies management concerning needs for major repairs or additions in plumbing, electrical, carpentry, mechanical, and/or heating and cooling fixtures and components.
- Perform other related duties as assigned.

B. Marginal Functions

- Controls and supplies inventory of each specific building's requirements of perishable cleaning and service items and materials.
- Maintains function of all building lighting (interior and exterior), adjusting timer devices appropriately. Conducts regular testing and service of emergency lighting systems.
- Monitors and adjusts heating-cooling thermostats to maintain appropriate seasonable temperatures.
- Replaces or cleans heating, cooling and ventilation filters on a prescribed schedule.
- Cleans snow and debris from facility related to sidewalks.
- Ability to operate tools and equipment.
- Lead seasonal and Community Service Staff assigned to Custodian by Foreman and/or Supervisor.

Considerations

A. Psychological Considerations

- Worker must work closely with co-workers.
- Worker must work around general population/park patrons in public areas. May feel stress while working irregular and overtime hours during peak times. Must be able to get along with many different personalities.
- Worker must work under supervision and direction of Supervisors.
- May be required to work more than 40 hours per week, including nights and weekends.

B. Physiological Considerations

- Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Employee is regularly required to walk, use hands to finger, or feel objects, tools, or controls, reach with hands and arms, climb or balance, and stoop, kneel, crouch or crawl.
- Employee frequently is required to stand, talk, hear, or smell. Employee occasionally required to sit.
- Employee must regularly lift and or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee regularly works near moving mechanical parts.
- Employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions.
- Employee occasionally works in outside weather conditions. Noise level in the work environment is usually moderate.

C. Environmental Considerations

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

D. Cognitive Considerations

- Employee must have the ability to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through. Worker must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.
- Employee must be able to wear PPE as necessary for the task.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check. Submit to a pre-placement physical.
- Submit to a pre-placement drug testing. Submit proof of date of birth.
- Provide a copy of driver's license. Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

Mundelein Park & Recreation District

Job Description

Job Title: Facility & Aquatics Maintenance Supervisor
Department: Parks and Facilities Maintenance
Supervisor: Facility Maintenance Supervisor
Classification: Full Time: Non-Exempt - Hourly

Summary

Perform a variety of skilled maintenance activities to support the District's facilities such as Community Center, Dunbar Recreation Center, Golf Club, Regent Center, Kracklauer Dance Studio, indoor pool, outdoor Spray Park, Barefoot Bay (outdoor aquatic facility), and Diamond Lake Beach.

Qualifications – Education, Experience and Training

Must be knowledgeable in the areas of plumbing, heating, air conditioning, electrical maintenance, carpentry and general maintenance. Minimum high school graduate or general education degree required with formal or trade school studies related to building maintenance desired. Five (5) years in the building maintenance and/or construction fields with at least three (3) years in a supervisory position. Experience with custodial services or the equivalent in custodial service in other institutions and/or firms. CPR, First Aid and AED Certification required within six months of employment. Electrical license, HVAC certificate and/or plumber's license recommended. Three (3) years' experience in the care, maintenance and repair of both indoor and outdoor swimming pools, waterslides and aquatic equipment recommended. Must possess a Pool/Spa Operator certification, (CPO), through the National Swimming Pool Foundation or an Aquatic Facility Operator certification. Valid State of Illinois driver's license, CDL Class B.

Duties and Responsibilities

A. Essential Functions

- Operation, repair, preventative maintenance, and maintenance of swimming pools, equipment, and facilities. Monitor pool functions to include reading gauges, graphs, meters and control panels to ensure water quality. Building maintenance practices and custodial methods and supplies.
- The basic operation of pumps and pool purification, high pressure blowers, and pneumatic cylinders. Operate pool chlorination and filtration systems.
- Repair pumps, small & large motors, boilers, pipes and valves; repair pool-filtering equipment including water pumps, chemical dispenser systems and chlorine chlorinators.
- Maintain and repair water slides, diving board, public address systems, surrounding pool areas and decks. Maintain water features, spray pads to include proper mechanical operation.
- Maintain whirlpool and sauna.
- Maintain the sand, buoys, chairs, and shade structures at Diamond Lake Beach.
- Keep abreast of all pertinent safety procedures and OSHA standards, hazards and safety precautions applicable to pool maintenance.
- Vacuuming and clean swimming pools, backwash filters, clean restrooms facilities, and pool equipment rooms. Perform other related duties as assigned.
- Responsible for the purchasing of materials, equipment and general services.
- Plan, coordinate and supervise work with outside contractors.
- Administer the annual budget for building.
- Recruit, interview, hire, train and evaluate seasonal and/or year-round part-time staff.
- Review employee work hours to verify accuracy and approve payroll.
- Responsible for aquatic related quality control.

- Inspect aquatic facilities (Barefoot Bay, Spray Park, Indoor Pool and Diamond Lake) and work areas to eliminate deficiencies and improve facilities.
- Coordinates Hazcom Standard compliance activities.
- Conduct preventative maintenance on all aquatic facilities equipment and document a preventative maintenance schedule.
- Assist with fire and alarm system inspections and repairs.
- Maintain the Community Center facility in a condition of operating excellence, cleanliness and safety. Conducts an ongoing program of general maintenance, upkeep, and repair.
- Cleans and maintains all boilers and other major equipment.
- Participates in painting and general repairs to plumbing, electrical, carpentry, windows and general mechanical work.
- Is responsible for regulating heating, ventilating and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water and electricity.
- Supervise and lead volunteers, community service workers and seasonal staff. Performs emergency repair services as necessary.
- Orders and receives supplies and equipment and maintains necessary inventories.
- Responsible for the setting up and tearing down of equipment during special events, meetings, program classes.
- Ability to read and interpret documents such as safety rules, blue prints, electrical schematics, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Assist with other duties as assigned in other areas/divisions such as snow plowing, painting, building maintenance.
- Ability to communicate (speak) effectively to workers, contractors, facility staff and public. Perform other related duties as assigned.

B. Marginal Functions

- Operate power driven construction tools and equipment.
- Enforce personnel rules and regulations standards of conduct and work attendance. Enforce safe working practices and procedures; maintain records and prepare reports.
- Assist the Building Maintenance Supervisor preparing the annual budget for facility maintenance and capital improvements.
- Assist the Building Maintenance Supervisor in developing short range and long-range building maintenance and development plans.
- Continually evaluate the effectiveness of maintenance procedures and programs and make changes to improve quality, efficiency and effectiveness.
- Maintain records of building inspections, repairs and maintenance.
- Examines facilities on a regular basis for needed repairs, maintenance and cleanliness.
- Establishes and recommends in cooperation with the Facility Maintenance Manager priorities on repair projects and estimates the cost of these projects.
- Consults with Managers and Superintendent of Recreation regarding the establishment of a regular preventative maintenance program.

Considerations

A. Psychological Considerations

- Worker must work closely with co-workers.
- Worker must work around general population/park patrons in public areas. May feel stress while working irregular and overtime hours during peak times.
- Must be able to get along with many different personalities.
- Worker must work under supervision and direction of Supervisors.

- May be required to work more than 40 hours per week, including nights and weekends

B. Physiological Considerations

- Normal range of motion in hands, feet and neck.
- Demonstrate enough force to push/pull department equipment.
- Normal hearing range and ability to distinguish different audio sounds and noises. Ability to swim at least 100 yards.
- Ability to work in extreme outside weather conditions including extreme heat/ cold, rain. Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching. Medium strength of 40 to 50 lbs.

C. Environmental Considerations

- Employee will be exposed to outdoor weather conditions.
- Work near moving mechanical parts, regularly exposed to fumes or airborne particles, toxic or caustic chemicals and vibration.
- Employee occasionally works in high, precarious places and is occasionally exposed to risk of electrical shock.
- The noise level in the work environment can be loud.
- May be required to lift and/or move up to 75 pounds when setting up for certain programs or activities. Employee work area when indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District area.

D. Cognitive Considerations

- Good safety awareness and judgments under “normal” and highly stressful situations and circumstances.
- Develop and maintain required skills.
- Prepare clear, accurate and complete reports, logs and documentation on all activities. Employee must be able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job. Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.
- Employee must be able to wear PPE necessary for task.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check. Submit to a pre-placement physical.
- Submit to a pre-placement drug testing. Submit proof of date of birth.
- Provide a copy of driver's license. Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Building Maintenance Supervisor
Department: Parks
Supervisor: Superintendent of Buildings and Grounds
Classification: Full Time - Exempt

Summary

The Building Maintenance Manager is responsible for planning, organizing and managing buildings and Aquatic facility maintenance. Supervise full time and seasonal staff responsible for maintenance, repairs, and improvements to park district properties.

Qualifications – Education, Experience and Training

Associates' degree in heating, air condition and refrigeration systems. A Bachelor's degree in related field is preferred. A minimum of five years supervisory experience in building management and personnel management. Certified Pool Operator licensing required. Must have at least three years' work experience in the following areas; HVAC, Refrigeration, Electrical, Plumbing, Pool Maintenance and Carpentry. CPR, First Aid and AED Certification required within six months of employment. Valid State of Illinois driver's license, CDL Class "A" preferred. If you hold a CDL and will use it when driving a qualifying Mundelein Parks & Recreation District vehicle, you must register with the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse. Reports of Violations, New Driver Queries, Limited (annual) queries and Full Queries on Existing Drivers will be made by the Risk Manager. For instructions on registering for the Clearinghouse, see the Risk Manager.

Duties and Responsibilities

A. Essential Functions

- Plan, organize and supervise maintenance and repairs performed by building staff.
- Prepare daily, weekly and monthly work schedules based on the Park District's standards of care and long-range plan.
- Responsible for the purchasing of materials, equipment and general services.
- Plan, coordinate and supervise work with outside contractors.
- Administer the annual budget for building.
- Recruit, interview, hire train and evaluate assigned staff.
- Review employee work hours to verify accuracy and approve payroll.
- Responsible for building quality control.
- Inspect facilities and work areas to eliminate deficiencies and improve park facilities.
- Assists in hiring, training and evaluating park employees.
- Coordinates Hazcom Standard compliance activities.
- Coordinate fire and alarm system inspections and repairs.
- Perform other related duties as assigned.

B. Marginal Functions

- Assist the Superintendent of Buildings & Grounds preparing the annual budget for facility maintenance and capital improvements.
- Assist the Superintendent of Buildings & Grounds in developing short range and long range building maintenance and development plans.
- Continually evaluate the effectiveness of maintenance procedures and programs and make changes to improve quality, efficiency and effectiveness.
- Maintain records of building inspections, repairs and maintenance.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must be able to function in a sometimes fast and varied environment.
- Deadline pressure and holding other to deadlines may cause stress.

B. Physiological Considerations

- Must be a liaison for staff and management on various issues and remain diplomatic.
- May be required to work overtime hours during peak periods.

C. Environmental Considerations

- Employee when outdoors, will be exposed to all weather conditions, work near moving mechanical parts, is regularly exposed to fumes or airborne particles, toxic or caustic chemicals and vibration.
- Employee occasionally works in high, precarious places and is occasionally exposed to risk of electrical shock.
- The noise level in the work environment can be loud.
- May be required to lift and/or move up to 75 pounds when setting up for certain programs or activities.
- Employee when working indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District area.

D. Cognitive Considerations

- Employee must have a good command of the English language in both verbal and written communications.
- Employee must possess excellent math skills.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must have the ability to make judgments with respect to confidentiality of information.
- Employee must use good safety awareness and judgments in all aspects of the position.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.
- Employee must be able to wear PPE necessary for the task.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.

- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 1/25/21

Mundelein Park & Recreation District Job Description

Job Title: Mechanic
Department: Parks and Facilities Maintenance
Supervisor: Park Maintenance Manager
Classification: Full Time – Non-Exempt - Hourly

Summary

The Mechanic employee is responsible for performing a variety of Mechanical duties to maintain and/or repair properties and equipment. Mechanic is responsible for performing the duties outlined in this analysis. Work performed at a moderate, constant pace, but may vary slightly depending on the demands of the job required. Mechanic must be able to work independently and assess priorities. Must be able to adapt to Park District policies and procedures to each work situation.

Qualifications – Education, Experience and Training

High school graduate or equivalent, minimum 3 years' experience as a mechanic, and at least two years' experience in small engine and vehicle maintenance and repair. A valid Illinois State Driver's License Class C is required, Class A preferred. If you hold a CDL and will use it when driving a qualifying Mundelein Parks & Recreation District vehicle, you must register with the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse. Reports of Violations, New Driver Queries, Limited (annual) queries and Full Queries on Existing Drivers will be made by the Risk Manager. For instructions on registering for the Clearinghouse, see the Risk Manager. Thorough knowledge of occupational hazards and safety precautions of the trade. CPR, First Aid and AED Certification required within six months of employment.

Duties and Responsibilities

A. Essential Functions

- Repair trouble shoot and maintain all types of Parks Department equipment, i.e., small engines, diesel engine, vehicles etc.
- Sharpen mower blades.
- Paint equipment and body repairs.
- Inspect all installations, repairs and maintenance performed by dealers and specialty shops.
- Prepares and maintains service records on all equipment.
- Inspects all new equipment to insure established standards.
- Responsible for maintaining adequate inventories of all supplies, and the security of those supplies.
- Must be able to supervise seasonal employees as assigned when the supervisor is not available.
- Assist seasonal with equipment necessary to do the job.
- Maintain adequate inventories of all supplies and the security of those supplies.
- Recommends ordering supplies as necessary.
- The worker must have some insight as to what task will be next, so they can make sure the proper supplies can be ready for use.
- Must be able to weld and fabricate.
- Must be able to diagnose hydraulic and electrical problems.
- Must have ability to institute a preventive maintenance program.
- The worker must be able to organize records and prepare safety records.
- Assist with other duties as assigned in other areas/divisions such as snow plowing, painting, welding, and building maintenance.

B. Marginal Functions

- Assisting with horticulture tasks.
- Load and unload freight using Park District equipment.
- Assisting Carpentry and plumbing tasks.
- Snow removal.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must be able to work with other members of senior management and a publicly elected officials.

B. Physiological Considerations

- Normal range of motion in hands, feet and neck.
- Demonstrate enough force to push/pull department equipment.
- Normal hearing range and ability to distinguish different audio sounds and noises. Ability to swim at least 100 yards.
- Ability to work in extreme outside weather conditions including extreme heat/ cold, rain. Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching. Medium strength of 40 to 50 lbs.
- May be required to work more than 40 hours per week, including nights and weekends.
- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- Medium strength of 40 to 50 lbs.
- Crawling under equipment.

C. Environmental Considerations

- May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.
- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District area.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the position.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.
- Employee must be able to wear PPE for task performed.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Park and Facility Maintenance
Department: Parks and Facility Maintenance
Supervisor: Park Maintenance Manager
Classification: Full Time - Non-Exempt - Hourly

Summary

The Park and Facility Maintenance position is responsible for performing a variety of park & building maintenance duties to maintain and/or repair Park District properties and equipment. Work is performed at a moderate, constant pace, but may vary slightly depending on the demands of the job required.

Qualifications – Education, Experience and Training

High school graduate or GED and two years experience in field related to Park District maintenance is preferred. Basic knowledge and experience in grounds maintenance and basic supervision skills are required. CPR, First Aid and AED Certification required within first six months of employment. A valid Illinois State Driver's license (class C) is required. Ability to obtain/maintain State Pesticide Applicator License.

Duties and Responsibilities

A. Essential Functions

- Clean-up of litter and garbage removal at all parks.
- Performs mowing and trimming of turf areas with small mowers and tractors.
- Installs, maintains, and repairs general landscape throughout the Park District.
- Turf maintenance – fertilizing, seeding, and weed killing.
- Perform planting, removal, trimming and pruning of trees and shrubs at parks and facilities.
- Inspects, maintains and repairs site amenities such as picnic tables, benches, playground equipment, fencing, signage, tennis courts, basketball courts, and athletic fields.
- Repairing and paint parks and playground equipment.
- Operate tools, equipment, and vehicles necessary to perform duties.
- Participate in maintenance of all equipment, tools and housekeeping at work areas.
- General road repair, asphalt patching, gravel road maintenance.
- Rolling and marking lines on sports fields.
- Snow removal from park walks, drives and ice rinks.
- Assist with repair of park building, roofs, doors, windows, painting, electrical or plumbing work as assigned.
- Assist with custodial tasks at Park District facilities.
- Lead seasonal and community service staff assigned to the Laborer by Supervisor.
- Communicate progress, status, or problems with assignments to respective supervisor.
- Perform other related duties as assigned.

B. Marginal Functions

- Ability to read and comprehend simple instructions, short correspondence and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to other employees of the organization.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Assist with horticulture tasks as assigned.
- Assist with construction of park and playground equipment as assigned.
- Winter outdoor ice rink construction and maintenance.
- Participate in the District's Safety and Training Program to insure that work performed and services provided.

Considerations

A. Psychological Considerations

- Employee must work closely with co-workers.
- Employee must work around general population/park patrons in public areas.
- May feel stress while working irregular and overtime hours during peak times.
- Must be able to get along with many different personalities.
- Employee must work under supervision and direction of Supervisors.
- May be required to work more than 40 hours per week, including nights and weekends.

B. Physiological Considerations

- Employee is exposed to chemicals (i.e. fertilizers, weed killers, cleaning materials).
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; or smell.
- The employee is occasionally required to sit.
- The employee must regularly lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

C. Environmental Consideration

- Employee is exposed to outside weather conditions 90% of the time, including extreme heat and cold, snow, rain and ice.
- Protective clothing is required as follows, earplugs, ear covers, helmets, respirators, safety goggles/glasses, chaps, leather type work boot, protective gloves, disposable (chemical) overalls.
- While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions, and is regularly exposed to fumes or airborne particles.
- The employee frequently works in high, precarious places and is frequently exposed to toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
- The employee is occasionally exposed to wet and/or humid conditions and risk of electrical shock.
- The noise level in the work environment is usually loud.

D. Cognitive Considerations

- Employee must be able to follow directions from supervisor with safe follow through.
- Employee must use good safety awareness and judgment.
- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the position.
- Situations requiring accommodations would need to be analyzed more specifically.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.
- Employee must be able to wear PPE as required by task.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- If you hold a CDL and will use it when driving a qualifying Mundelein Parks & Recreation District vehicle, you must register with the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse. Reports of Violations, New Driver Queries, Limited (annual) queries and Full Queries on Existing Drivers will be made by the Risk Manager. For instructions on registering for the Clearinghouse, see the Risk Manager.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Park Maintenance Manager
Department: Park and Facility Maintenance
Supervisor: Superintendent of Park and Facility
Classification: Full Time - Exempt

Summary

The Park Maintenance Manager is responsible for planning, organizing and managing park maintenance. Supervise full-time Park and Facility Maintenance and seasonal Park and Facility Maintenance employees responsible for maintenance, repairs, and improvements to Park District properties.

Qualifications – Education, Experience and Training

Associate's degree in park management, forestry, landscape design, horticulture or related field. Bachelor's degree preferred. Minimum five years supervisory experience in landscape management and personnel management. At least three years' work experience in forestry, athletic field maintenance, landscape maintenance and construction. Pesticide applicators licensing required. Valid State of Illinois driver's license, CDL Class "A" preferred. CPR, First Aid and AED Certification required within first six months of employment. If you hold a CDL and will use it when driving a qualifying Mundelein Parks & Recreation District vehicle, you must register with the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse. Reports of Violations, New Driver Queries, Limited (annual) queries and Full Queries on Existing Drivers will be made by the Risk Manager. For instructions on registering for the Clearinghouse, see the Risk Manager. National Playground Safety Inspection Certification.

Duties and Responsibilities

A. Essential Functions

- Plan, organize and supervise park maintenance and repairs performed by grounds staff.
- Prepare daily, weekly and monthly work schedules based on the Park District's standard of care and long-range plan.
- Responsible for purchasing materials, equipment and general services.
- Plan, coordinate and supervise work with outside contractors.
- Administer the annual budget for park maintenance.
- Recruit, interview, hire, train and evaluate assigned staff.
- Continually evaluate the effectiveness of maintenance procedures and programs and make changes to improve quality, efficiency and effectiveness.
- Maintain records of park inspections, repairs and maintenance.
- Perform other related duties as assigned.

B. Marginal Functions

- Assist the Superintendent of Park and Facility preparing the annual budget for park maintenance and capital improvements.
- Assist the Superintendent of Park and Facility Maintenance in developing short range and long-range maintenance and development plans.
- Review employee work hours to verify accuracy and approve payroll.
- Responsible for the Park District's snow and ice removal program.
- Responsible for park property quality control, inspect grounds and work areas to eliminate deficiencies and improve park facilities.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Must follow, administer and implement Mundelein Park District policies and guidelines.
- Maintain a positive public relations program; seek, interpret and implement input from the public.
- Assist the Recreation Department with special events as requested.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.
- Employee must be able to work with other members of senior management and all publicly elected officials.
- Employee must be able to function in a sometimes fast and varied environment.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- Medium strength of 50 to 75 lbs.
- May be required to work more than 40 hours per week, including nights and weekends.

C. Environmental Considerations

- May be required to lift and/or move up to 75 pounds when setting up for certain programs or activities.
- Employee is exposed to outside weather conditions, including extreme heat and cold, snow, rain and ice.
- Employee work area indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.
- Employee will be exposed to all weather conditions.
- Employee works near moving mechanical parts, is regularly exposed to fumes or airborne particles, toxic or caustic chemicals and vibration.
- Employee occasionally works in high, precarious places and is occasionally exposed to risk of electrical shock.

- Noise level in the work environment is usually loud.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the position.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.
- Employee must be able to wear PPE necessary for the task.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Parks & Recreation District Job Description

Job Title: Superintendent of Park & Facility Maintenance
Department: Park & Facility Maintenance
Supervisor: Executive Director
Classification: Full-Time - Exempt

Summary

The Superintendent of Park and Facility Maintenance manages the maintenance, repair, and construction of all park sites and all facilities. The Superintendent is responsible for performing the essential functions as outlined in this analysis. The Superintendent is responsible to the Executive Director for employment and performance of Parks and Facilities maintenance personnel. The Superintendent is responsible for the upkeep and development of the District's park turf & fields, maintenance, mechanical, engineering, plumbing, heating/cooling, etc. of the District's facilities and buildings and is a member of the District's Safety Committee. The Superintendent is responsible for performing the essential and marginal functions as outlined in this description.

Qualifications – Education, Experience and Training

Bachelor's degree in Parks/Recreation, Horticulture, Landscape Architecture, Forestry or a closely related field from an accredited college or university. Candidate must have five years related experience with a minimum of three years supervisory experience. The individual must have knowledge in pool operations, and in the maintenance, mechanical, engineering, plumbing, electrical, heating/cooling, etc. of building systems. The individual should possess friendly and effective interpersonal, written, verbal and telephone communication skills. The individual should have the ability to plan, organize, supervise and lead full and part-time staff. An applicators license for pesticides is required. A Certified Playground Inspector is required. CPR, First Aid and AED Certification required within first six months of employment. Valid Illinois Class "D" Driver's License. CPO certification preferred.

Duties and Responsibilities

A. Essential Functions

- Provide vision and direction for the Department, implement this using available resources.
- Communicate with Executive Director on issues and activities related to buildings, facilities, and park systems in an effort to insure effective operations of the District.
- Directly supervises all parks and facility maintenance staff.
- Oversees all Park District construction projects.
- Prepares bi-weekly payroll.
- Orders and prepares bids for all vehicles and equipment.
- Plans and prepares budget (working and estimates) and presents it annually to the Executive Director for consideration, discussion and approval.
- Assist crew with maintenance, repair, and construction work.
- Prepares and maintains records on parks operation.
- Gathers data for specifications.
- Assist with emergency procedures and building evacuation.
- Perform all job tasks within the rules and guidelines of the Park District's safety program.
- Develop inventory systems, and replacement and repair schedules for all maintenance equipment and supplies.
- Approves all expenditures and assumes responsibility for the complete adherence to the monies allocated to the operations of the Parks and Facilities Department.
- Direct, formulate, review and update the Parks and Facilities Department goals and objectives.
- Perform, prepare and maintain required records of Building/Facility/Parks inspections, services, personnel, property and safety program.

- Coordinates the work requests within the District in an effort to insure a harmonious working relationship with open communications.
- Establish good working relationships with other agencies, both public and private.
- Participate as a member of the leadership team.
- Confers, collaborates and communicates with the Superintendent of Recreation and others in the development of programs and facilities.
- Confers, collaborates and communicates with other Department Heads and/or volunteer organizations regarding facility maintenance i.e. golf clubhouse, museum.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Submit timely and accurate reports to include input for information delivered to the Board of Commissioners.
- Attend the second Committee of the Whole meeting and Park Board meeting each month. It is the second Monday of the month.
- Make recommendations to the Executive Director for the purpose of both long and short-term improvements.
- Attend evening and/or weekend meetings called by the Executive Director, as required.
- Attend day time, evening and weekend department meetings and special events, as needed.
- Assist Executive Director with the Park District's Capital Maintenance and Development Plan.
- Develop, implement and monitor the department's section of the Comprehensive Plan.
- Supervise the hiring, training and evaluation of all Department of Parks and Facilities staff, and hires, trains, and evaluates full-time direct reports.
- Conduct staff meetings with direct reports
- Maintain the turf of park district lawns; including but not limited to mowing, irrigation, fertilizing, seeding, weed control and trash removal.
- Oversee the development and maintenance of ball diamonds, soccer fields, football fields, skate park, basketball courts, tennis courts, picnic shelters, trails and playgrounds.
- Oversee the landscaping of park district properties. This includes, but is not limited to soil grading and preparation, tree plantings, tree trimming, tree spraying, tree watering, mulching and flower bed maintenance.
- Conduct routine inspections on lights, equipment, ponds, paths, natural areas.
- Assist with implementing and executing Distinguished Accreditation standards and criteria.
- Perform other related duties as assigned by the Executive Director as needed.

B. Marginal Functions

- Promotes Park District activities to community groups.
- Prepares monthly objectives and reports.
- Recommend salaries, promotions, and other status changes for department personnel.
- Subject to call out during off duty hours for events or emergencies in department.
- Makes recommendations on Department Budget to the Executive Director.

Considerations

A. Psychological Considerations

- The Superintendent may feel pressure from the responsibility of the effective and efficient delivery of services.
- The Superintendent may also need to resolve differences between staff.
- Employee should be able to maintain a positive working relationship with other employees
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.
- Employee must demonstrate skills in dealing with media organizations in a wide variety of situations, some stressful and emotional.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must be able to work with other members of senior management and a publicly elected Board of Park Commissioners to include presentations and attendance at meetings.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- Sitting, standing, bending, twisting, lifting up to 75 pounds, carrying, driving, and eye hand coordination.

C. Environmental Considerations

- May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.
- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District area.
- Employee will be exposed to weather conditions, including extreme heat and cold, snow, rain and ice.
- Most activities are performed indoors; these conditions include lighting and temperature, using a computer monitor, work around others and work with others.
- Employee will be exposed to various chemicals (i.e., fertilizers, pesticides, pool chemicals, cleaning agents, and oil fuels).

D. Cognitive Considerations

- The Superintendent of Buildings and Grounds must exhibit good problem-solving ability and good judgment.
- Employee must have the ability to follow directions and communicate effectively in English verbally and in writing.
- Employee must be able to read and understand materials printed in English.
- Employee must possess time management and organization skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must possess computer skills.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must also demonstrate good safety awareness and judgment in all aspects of the position. Must be able to listen, hear and speak.
- Job occasionally involves exposure to outdoor conditions.
- Use of hands and fingers will regularly be required, and the ability to stand, sit and walk for extended periods of time.
- Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust and focus.
- Criminal background checks will be conducted on job candidates.

E. Safety Considerations

- Employee must be able to follow direction with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.
- Employee must be able to wear PPE as required by task.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Adults 50+ Programs Supervisor
Department: Recreation
Supervisor: Recreation Programs Manager
Classification: Full Time - Exempt

Summary

The Recreation Supervisor is responsible for coordinating leisure programs and services for adults with an emphasis on the 50+ years old population. This position is responsible for the supervision of the day-to-day operations of the Regent Center facility, including the scheduling of daily activities. Additional duties include program development and coordination, supervising program contractors and/or instructors, coordinating special events and trips for active adults, promoting Regent Center memberships, room rentals and providing resource referrals. This position requires working some nights, weekends and holidays as needed to successfully carry out the essential functions of this job.

Qualifications – Education, Experience and Training

B.A. or B.S. in Recreation Administration, Gerontology, or related field is preferred. Minimum High School Diploma required. Minimum of one year of experience in the field is required. Minimum of three years of experience in the field is preferred. Certification as a Certified Parks and Recreation Professional (CPRP) is preferred. Candidate must also possess a valid Illinois class "D" driver's license. Obtain CPR, First Aid and AED Certification required within 90 days of employment.

Duties and Responsibilities

A. Essential Functions

- Coordinate the Regent Center daily activity schedule for the adults 50+ population consisting of recreational, educational, cultural, wellness, and service programs.
- Develop, coordinate, promote, evaluate and supervise a comprehensive selection of programs, events and trips for adults 50+.
- Instruct programs and workshops, as needed.
- Schedule, manage, and supervise the Regent Center room rental programs.
- Ensure coverage for rental events and programs, work shifts as necessary.
- Ensures proper set up and clean-up of rentals.
- Evaluates rental events and works with Registration staff to process security deposits.
- Promote and process payments for Regent Center memberships.
- Writes and distributes the newsletter to Regent Center members.
- Plans and executes special events and projects as assigned.
- Define personnel and staffing requirements, develop plan to recruit, hire, train, schedule and evaluate seasonal and part time staff to include contract employment and volunteers for assigned recreational programs and facilities.
- Prepares seasonal brochure information and creates publicity materials in cooperation with the marketing department.
- Work with marketing staff on the creation of annual marketing plans for areas of responsibility. Ensure the timely marketing of programs and events from a strategic perspective, including production of flyers, brochures, press releases, social media posts and other promotional materials.
- Prepare the annual budget for program areas, monitor revenue and expenses, make purchases, and provide recommendations to supervisor on rate and policy changes.
- Develop long range recommendations for capital expenses.
- Order, purchase and coordinate assigned program supplies and equipment.
- Prepare monthly board report.

- Continuously seek ways to improve and deliver quality services to both external and internal customers.
- Makes recommendations for changes and improvements to programs, and facilities as required to meet the public demand.
- Deliver quality customer service both internally and externally.
- Quickly and diplomatically attend to questions, suggestions, and/or complaints received from the public and staff.
- Provide accurate information to patrons in person, via telephone, and electronically and be available to troubleshoot any issues, as needed.
- Adapt recreation programs to meet the needs of individuals in accordance with the Americans with Disabilities Act.
- Monitor records of monies received, participation figures, and expenditures within assigned responsibility areas.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Work with community organizations, businesses, and other governmental bodies to promote, implement, and improve programs and services.
- Develop, schedule and implement an annual calendar of in-service trainings. Ensure staff attendance. Produce and update training manuals for staff.
- Train and practice with staff the medical emergency, evacuation and disaster plan so as to be prepared for any and all emergencies.
- Ensures staff schedules are prepared for areas of responsibility.
- Process payroll.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Assist in leading instructional programs.
- Assist with district wide special events and special projects.
- Make recommendations for special programs, discount rates, and special events.
- Develop appropriate forms and administrative procedures to compliment the registration process.
- Prepare reports, statistics and evaluations on programs and personnel.
- Meet with outside agencies and groups.
- Occasional set up and take down of equipment and supplies for activities and special events.
- Serve on Park District committees as requested.
- Assist with emergency procedures and building evacuation.
- Ensure compliance with safety, health, and loss control policies and procedures of the Park District.
- As directed, participate in professional committees, conferences, workshops, and classes to improve job knowledge and management skills.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

D. Cognitive Considerations

- Employee must have the ability to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.

- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Aquatic Manager
Department: Recreation
Supervisor: Superintendent of Recreation
Classification: Full-Time Exempt

Summary

The Aquatics Manager is responsible for the daily management of Barefoot Bay, Diamond Lake Beach, the Spray Park and the Mundelein Community Center Indoor Pool. This position coordinates, supervises, plans and evaluates all operations associated with the aquatic facilities. This position is also responsible for the planning, organizing, implementing, evaluating and supervising of all aquatic programs and special events. This position also oversees the management of a full-time Aquatics Supervisor. The Aquatics Manager ensures all areas of the aquatic facilities in a safe and customer friendly manner, assuring that the facility is clean and adheres to the standards set forth by the Illinois Department of Public Health. Manager must be willing to work nights, weekends, and holidays as needed to successfully carry out the essential functions of this job. Preparation for events, facility openings, and programs may require extended hours.

Qualifications – Education, Experience and Training

B.A. or B.S., degree in Recreation Administration, Business Administration, or related field is preferred. Minimum of three years of full-time experience in the field of recreation is required. Certification in StarGuard Elite Instructor Certification within first 90 days of employment. Must possess Illinois Food Handler Certification within first 60 days of employment. Must possess certifications in First Aid and CPR/AED within 90 days of employment. Must possess CPO/AFO certification within first six months of employment. Certification as a Certified Parks and Recreation Professional (CPRP) is preferred. Candidate must also possess a valid Illinois class "D" driver's license.

Duties and Responsibilities

A. Essential Functions

- Plan, implement, organize, supervise, and evaluate all assigned programs and facilities.
- Develop and implement new programs. Make recommendations for changes and improvements as required to meet the public demand.
- Adapt recreation programs to meet the needs of individuals in accordance with the Americans with Disabilities Act.
- Oversee the operations of assigned programs, facilities, and staff to ensure quality, efficiency, and safety paramount to performance and delivery.
- Maintain needed certifications for job requirements – StarGuard Elite Instructor, CPO/AFO, Illinois Food Handler, etc.
- Define personnel and staffing requirements, develop plan to recruit, hire, and train seasonal and part time staff to include contract employment for assigned recreational programs.
- Provide documentation to support hiring and staffing plans for recreational programming, activities, facilities and special events.
- Mentor, coach, influence, and evaluate performance of subordinates, with a goal of quality programs and performance.
- Systematically document performance of direct reporting subordinates, write clear and concise counseling focused on success.
- Make recommendations on personnel matters involving recreation staff to the Superintendent of Recreation.

- Prepare and oversee the entire budget process from planning to execution and evaluation for assigned facilities and programs, with emphasis on timeliness and accountability.
- Manage and directly supervise all payroll activities for the assigned programs.
- Monitor records of monies received, participation figures, and expenditures within assigned responsibility areas. Complete deposits for aquatics facilities.
- Work with the Superintendent of Business Services and Technology to maintain proper export of financial and refund transactions.
- Lead and assist in planning for future recreation programs, facilities, and activities within assigned program areas.
- Establish deadlines for projects and enforce deadlines for completion.
- Submit timely and accurate reports to include input for information to be delivered to the Park Board of Commissioners.
- Continuously seek ways to improve and deliver quality services to both external and internal customers.
- Quickly and diplomatically attend to questions, suggestions, and/or complaints received from the public.
- Interpret recreation service to public and participate in community meetings and organizational planning as requested.
- Keep the community informed of assigned programs, facilities, and events by use of press releases, news media, flyers, and seasonal brochures.
- Develop, schedule and implement an annual calendar of in-service trainings. Ensure staff attendance. Produce and update training manuals for staff.
- Train and practice with staff the medical emergency, evacuation and disaster plan so as to be prepared for any and all emergencies.
- Ensures staff schedules are prepared for areas of responsibility.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Assist with emergency procedures and building evacuations.
- Assist with district wide special events and special projects.
- Work with parks staff to coordinate cleaning and set up of building.
- Occasional set up and take down of equipment and supplies for activities and special events.
- Develop appropriate forms and administrative procedures to compliment the registration process.
- Make recommendations for special programs, discount rates, and special events.
- Serve on District committees as requested.
- Assist with emergency procedures and building evacuations.
- Ensure compliance with safety, health, and loss control policies and procedures of the Park District.
- As directed by Superintendent of Recreation, participate in professional committees, conferences, workshops, and classes to improve job knowledge and management skills.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the District.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.

- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Aquatic Supervisor
Department: Recreation
Supervisor: Aquatic Manager
Classification: Full-Time Exempt

Summary

The Recreation Supervisor is responsible for the daily management of the indoor aquatic facility. This position also assists with the management of the outdoor aquatic facilities, as directed. This position will also be responsible for enforcing the policies and procedures pertinent to members of the Health and Fitness Center. The Recreation Supervisor will be in charge of running the indoor pool facility and all assigned areas of the outdoor aquatic facilities in a safe and customer friendly manner, assuring that the facility is clean and adheres to the standards set forth by the Illinois Department of Public Health. The Recreation Supervisor is also responsible for coordinating the Park District's learn to swim program and coordinating pool rentals and lifeguard personnel for pool parties. The position requires a variety of hours, including nights, days, weekends, and holidays.

Qualifications – Education, Experience and Training

B.A. or B.S. in Recreation Administration, physical education, exercise science or related field is preferred. Minimum of one year of experience in the field is required. Minimum of three years of experience in the field is preferred. Certification in StarGuard Lifeguarding and StarFish Aquatics Institute Swim Instructor is required within six months of employment. CPO/AFO certification is preferred. Candidate must also possess a valid Illinois class "D" driver's license. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Promote, schedule, manage, and supervise the Park District's indoor pool facility; including lap swim, aquatic programs, and facility rentals.
- Develop, coordinate, promote, evaluate, market and supervise a comprehensive learn to swim program.
- Assist with promotion, scheduling, management, and supervision of the outdoor aquatic facilities, as directed.
- Maintain needed certifications for job requirements – StarGuard Lifeguarding and StarFish Aquatics Institute Swim Instructor.
- Maintain aquatic lifeguarding staff in test-ready shape regarding lifesaving skills and emergency procedures.
- Keep accurate and complete records in compliance with accepted industry standards and requirements for an aquatic facility.
- Work with aquatic maintenance staff to ensure the proper maintenance and repair of the indoor pool and amenities.
- Order supplies and chemicals as needed. Maintain inventory according to manufacturer's recommendations.
- Make recommendations to the Aquatics Manager regarding equipment, facility, rules, procedures, and supplies.
- Monitor aquatic operations on a daily basis and respond to any problems that may arise.
- Communicate with Community Center Operations Manager on all matters relating to the community center operation and fitness center membership.
- Define personnel and staffing requirements, develop plan to recruit, hire, train, schedule and evaluate seasonal and part time staff to include contract employment and volunteers for assigned recreational programs and facilities.

- Prepares seasonal brochure information and creates publicity materials in cooperation with the marketing department.
- Work with marketing staff on the creation of annual marketing plans for areas of responsibility. Ensure the timely marketing of programs and events from a strategic perspective, including production of flyers, brochures, press releases, social media posts and other promotional materials.
- Prepare the annual budget for program areas, monitor revenue and expenses, make purchases, and provide recommendations to supervisor on rate and policy changes.
- Develop long range recommendations for capital expenses.
- Order, purchase and coordinate assigned program supplies and equipment.
- Prepare monthly board report.
- Continuously seek ways to improve and deliver quality services to both external and internal customers.
- Makes recommendations for changes and improvements to programs, and facilities as required to meet the public demand.
- Deliver quality customer service both internally and externally.
- Quickly and diplomatically attend to questions, suggestions, and/or complaints received from the public and staff.
- Provide accurate information to patrons in person, via telephone, and electronically and be available to troubleshoot any issues, as needed.
- Adapt recreation programs to meet the needs of individuals in accordance with the Americans with Disabilities Act.
- Monitor records of monies received, participation figures, and expenditures within assigned responsibility areas.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Work with community organizations, businesses, and other governmental bodies to promote, implement, and improve programs and services.
- Develop, schedule and implement an annual calendar of in-service trainings. Ensure staff attendance. Produce and update training manuals for staff.
- Train and practice with staff the medical emergency, evacuation and disaster plan so as to be prepared for any and all emergencies.
- Ensures staff schedules are prepared for areas of responsibility.
- Process payroll.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays. Additional hours may be necessary during the summer season.
- Assist in leading instructional programs.
- Assist with district wide special events and special projects.
- Make recommendations for special programs, discount rates, and special events.
- Develop appropriate forms and administrative procedures to compliment the registration process.
- Prepare reports, statistics and evaluations on programs and personnel.
- Meet with outside agencies and groups.
- Occasional set up and take down of equipment and supplies for activities and special events.
- Serve on Park District committees as requested.
- Assist with emergency procedures and building evacuation.
- Ensure compliance with safety, health, and loss control policies and procedures of the Park District.

- As directed, participate in professional committees, conferences, workshops, and classes to improve job knowledge and management skills.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.

- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Athletics Supervisor
Department: Recreation
Supervisor: Recreation Programs Manager
Classification: Full-time – Exempt

Summary

The Athletics Supervisor is responsible for coordinating athletic programs and leagues for all ages. The Athletics Supervisor is also responsible for coordinating the Park District's gymnasium, athletic field, and Dunbar Recreation Center room rentals. Additional duties include the development, coordination, and supervision of outdoor education programs, athletic special events, and teen activities. This position requires working nights, weekends and holidays as needed to successfully carry out the essential functions of this job.

Qualifications – Education, Experience and Training

B.A. or B.S. in Recreation Administration, Physical Education, Exercise Science or related field is preferred. Minimum High School Diploma required. Minimum of one year of experience in the field is required. Minimum of three years of experience in the field is preferred. Must possess certifications in First Aid and CPR/AED within 90 days of employment. Certification as a Certified Parks and Recreation Professional (CPRP) is preferred. Candidate must also possess a valid Illinois class "D" driver's license.

Duties and Responsibilities

A. Essential Functions

- Develop, coordinate, promote, evaluate and supervise athletic programs and leagues for all ages. Instruct programs and workshops, as needed. Host tournaments and athletic special events.
- Develop, coordinate, promote, evaluate and supervise outdoor education programs and teen activities.
- Promote, schedule, manage, and supervise the Park District's gymnasiums, athletic fields, and Dunbar Recreation Center room rental programs.
- Ensure coverage for rental events and programs, work shifts as necessary.
- Ensures proper set up and clean-up of rentals.
- Evaluates rental events and works with Registration staff to process security deposits.
- Serves as Park District liaison with the athletic affiliate programs.
- Plans and executes special events and projects as assigned.
- Define personnel and staffing requirements, develop plan to recruit, hire, train, schedule and evaluate seasonal and part time staff to include contract employment and volunteers for assigned recreational programs and facilities.
- Prepares seasonal brochure information and creates publicity materials in cooperation with the marketing department.
- Work with marketing staff on the creation of annual marketing plans for areas of responsibility. Ensure the timely marketing of programs and events from a strategic perspective, including production of flyers, brochures, press releases, social media posts and other promotional materials.
- Prepare the annual budget for program areas, monitor revenue and expenses, make purchases, and provide recommendations to supervisor on rate and policy changes.
- Develop long range recommendations for capital expenses.
- Order, purchase and coordinate assigned program supplies and equipment.
- Prepare monthly board report.
- Continuously seek ways to improve and deliver quality services to both external and internal customers.

- Makes recommendations for changes and improvements to programs, and facilities as required to meet the public demand.
- Deliver quality customer service both internally and externally.
- Quickly and diplomatically attend to questions, suggestions, and/or complaints received from the public and staff.
- Provide accurate information to patrons in person, via telephone, and electronically and be available to troubleshoot any issues, as needed.
- Adapt recreation programs to meet the needs of individuals in accordance with the Americans with Disabilities Act.
- Monitor records of monies received, participation figures, and expenditures within assigned responsibility areas.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Work with community organizations, businesses, and other governmental bodies to promote, implement, and improve programs and services.
- Develop, schedule and implement an annual calendar of in-service trainings. Ensure staff attendance. Produce and update training manuals for staff.
- Train and practice with staff the medical emergency, evacuation and disaster plan so as to be prepared for any and all emergencies.
- Ensures staff schedules are prepared for areas of responsibility.
- Process payroll.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Assist in leading instructional programs.
- Assist with district wide special events and special projects.
- Make recommendations for special programs, discount rates, and special events.
- Develop appropriate forms and administrative procedures to compliment the registration process.
- Prepare reports, statistics and evaluations on programs and personnel.
- Meet with outside agencies and groups.
- Occasional set up and take down of equipment and supplies for activities and special events.
- Serve on Park District committees as requested.
- Assist with emergency procedures and building evacuation.
- Ensure compliance with safety, health, and loss control policies and procedures of the Park District.
- As directed, participate in professional committees, conferences, workshops, and classes to improve job knowledge and management skills.

Considerations

A. Psychological Functions

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities. May be exposed to weather conditions assisting workers with outdoor functions or supervising outdoor athletic activities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

D. Cognitive Considerations

- Employee must have the ability to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

**Mundelein Park & Recreation District
Job Description**

Job Title: Child Care Assistant Teacher
Department: Recreation
Division: Big & Little
Supervisor: Child Development Director
Classification: Full-Time – Non-Exempt – Hourly

Summary

Under the direction of the Child Development Director, the Early Childhood Assistant Teacher is responsible for assisting the Classroom Teacher with the planning, organization and facilitation of learning for children in the classroom. The Early Childhood Assistant Teacher is responsible for creating a safe, nurturing, and developmentally appropriate learning environment where positive self-concepts are enhanced, independence is encouraged, and individuality is respected.

Qualifications – Education, Experience and Training

Minimum High School Diploma required. Minimum of one year of experience in the field is preferred. Must possess certifications in First Aid and CPR/AED within 90 days of employment.

Duties and Responsibilities

A. Essential Functions

- Assist in planning, organizing and conducting a stimulating, developmentally appropriate early childhood program, consistent with the philosophy and policies of the Center.
- Function as a member of the teaching team by planning and working cooperatively with coworkers.
- Assist in maintaining responsibility for daily implementation of the program by helping prepare weekly lesson plans and conducting activities.
- Attend and participate in staff meetings, planning sessions, in-service trainings, and outside training needed to meet D.C.F.S. requirements with a minimum of 15 hours annual training.
- Review lesson plans on a daily basis. Implement new curriculum and technology as directed.
- Attend and participate in scheduled special events as assigned.
- Continuously seek ways to improve and deliver quality services to both external and internal customers.
- Quickly and diplomatically attend to questions, suggestions, and/or complaints received from parents and staff.
- Contribute to the organization, arrangement, safety and sanitation of the Child Development Center.
- Assist with parent-teacher conferences twice per year as scheduled by the Child Development Director.
- Assist in development of a portfolio for each child in your classroom, containing assessments, samples of work, photographs, progress notes, etc., to share with parents at conference time.
- Establish and maintain good working relationships with the Director, classroom Early Childhood Teacher, co-workers, children, parents and the community.
- Complete daily reports for each child.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary.
- Share responsibilities for general housekeeping and program maintenance.
- Maintain a neat, clean and orderly classroom.
- Clean and disinfect toys and equipment on a regular basis.
- Report any need for repairs or unsafe condition to the Child Development Director in a timely fashion.
- Submit requests for supplies to the Child Development Director.
- Read the Personal Information Form for each child in your classroom and be alert to any special circumstances, needs, allergies, or medical conditions.
- Assist in the completion of an Accident/Incident Report Form for all injuries to children while in attendance at the Center and inform the Child Development Director immediately.
- Support interactions with regulatory agencies in order to maintain conformity to legal standards and regulations.
- Assist with emergency procedures and building evacuations.
- Ensure compliance with safety, health, and loss control policies and procedures of the District.
- Demonstrate knowledge and awareness of safety precautions, emergency first aid procedures, and general health and developmental issues necessary for caring for the preschool child.
- As directed by the Child Development Director, participate in professional workshops and classes to improve job knowledge.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the District.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Child Development Director
Department: Recreation
Supervisor: Superintendent of Recreation
Classification: Full Time - Exempt

Summary

The Child Development Director is responsible for the daily management of the Big & Little Child Development Center and the Learning Center Preschool program. This position coordinates, supervises, plans and evaluates all operations associated with the District's child care and preschool programs.

Qualifications – Education, Experience and Training

B.A. or B.S. in child development, early childhood education, early childhood special education or closely related field is preferred. Minimum of two years of credit from an accredited college or university or, 64 semester hours in any discipline with a minimum of 21 semester hours of college credit in child development, early childhood education or early childhood special education and one of the following:

- Gateway to Opportunity Level I Illinois Director Credential, or
- 3 semester hours of college credit in administration, leadership or management, or
- 3 points of credential-approved training in administration, leadership or management.

Must possess certifications in First Aid and CPR/AED within 90 days of employment.

Must possess a Certified Food Manager Certification within 90 days of employment.

Duties and Responsibilities

A. Essential Functions

- Provide a warm, nurturing, safe and loving environment for children where self-confidence is enhanced, independence is encouraged and individuality is respected.
- Maintain compliance with DCFS licensing requirements and quality standards for a child care facility.
- Complete all required DCFS forms and obtain relevant certifications in advance of deadlines.
- Research, develop and coordinate the implementation of improvements to the District's Child Development Center activities and Learning Center preschool program.
- Recruit, hire, orient, schedule and supervise the work of child care and preschool teachers, aides and support personnel. Conduct performance reviews for staff.
- Develop, schedule and implement an annual calendar of in-service trainings. Ensure staff attendance. Produce and update training manuals for staff.
- Train and practice with staff the medical emergency, evacuation and disaster plans so as to be prepared for any and all emergencies.
- Develop curriculum. Review lesson plans on a regular basis. Implement new curriculum and technology as necessary.
- Communicate to staff various directives, program ideas, resources and other relevant information.
- Meet with current and prospective parents/guardians regarding enrollment interviews.
- Meet with current parents/guardians who come to the Child Development Center and Learning Center Preschool in conference regarding children's progress.
- Assess individual needs and developmental patterns of children, working with other staff to implement curriculum appropriate to meeting such need.

- Continuously seek ways to improve and deliver quality services to both external and internal customers.
- Quickly and diplomatically attend to questions, suggestions, and/or complaints received from the public and staff.
- Contribute to the organization, arrangement, sanitation and safety of the Child Development Center and Learning Center Preschool premises, materials and equipment.
- Supervise food services as integral part of program.
- Prepare the annual budget for the operation of the Child Development Center and Learning Center Preschool, monitor revenue and expenses, make purchases, and provide recommendations to the Superintendent of Recreation on rate and policy changes.
- Develop long range recommendations for capital expenses.
- Accountable for payment transactions including installment billing, refunds, scheduled payments and ECP/ACH, and the resolution of outstanding balances.
- Review information for the seasonal program brochure and website.
- Produce monthly report to Superintendent of Recreation. Prepare monthly reports and/or figures concerning the operation areas of responsibility including profit and loss.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Assist with district wide special events and special projects.
- Maintain membership in professional organizations.
- Attend child care workshops or meetings to stay current.
- Minimum 15 hours annual training as required by of DCFS.
- Read and utilize current literature for program planning and curriculum development.
- Participate in community functions as a committed professional in the field.
- Function intermittently as a member of the teaching team.
- Support interactions with regulatory agencies in order to maintain conformity to legal standards and regulations.
- Serve on Park District committees as requested.
- Assist with emergency procedures and building evacuations.
- Ensure compliance with safety, health, and loss control policies and procedures of the Park District.
- As directed by Superintendent of Recreation, participate in professional committees, conferences, workshops, and classes to improve job knowledge and management skills.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequent sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.

- Employee may be required to lift and/or move up to 50 pounds.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

D. Cognitive Considerations

- Employee must have the ability to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate excellent customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgements with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Complete DCFS Mandated Reporter Training
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

**Mundelein Park & Recreation District
Job Description**

Job Title: Early Childhood Teacher
Department: Big & Little Child Development Center
Supervisor: Child Development Director
Classification: Full-Time – Non-Exempt – Hourly

Summary

Under the direction of the Child Development Director, the Early Childhood Teacher is responsible for assisting the Lead Teacher with the planning, organization and facilitation of learning for children in the classroom. The Early Childhood Teacher is responsible for creating a safe, nurturing, and developmentally appropriate learning environment where positive self-concepts are enhanced, independence is encouraged, and individuality is respected.

Qualifications – Education, Experience and Training

Two years of credit (60 semester hours) from accredited college or university with a minimum of 6 semester hours in Early Childhood Development. Or, one year (30 semester hours) of child development experience, one year of college credits from an accredited college or university with 6 semester hours in Early Childhood Development or completion of the CDA National Credential Award System with a current credential as a Child Development Associate (CDA). Must possess certifications in First Aid and CPR/AED within 90 days of employment

Duties and Responsibilities

A. Essential Functions

- Assist in planning, organizing and conducting a stimulating, developmentally appropriate early childhood program, consistent with the philosophy and policies of the Center.
- Function as a member of the teaching team by planning and working cooperatively with coworkers.
- Assist in maintaining responsibility for daily implementation of the program by helping prepare weekly lesson plans and conducting activities.
- Attend and participate in staff meetings, planning sessions, in-service trainings, and outside training needed to meet D.C.F.S. requirements with a minimum of 15 hours annual training.
- Develop curriculum. Review lesson plans on a daily basis. Implement new curriculum and technology as directed.
- Attend and participate in scheduled special events as assigned.
- Assess the individual needs and developmental patterns of the children, work with other staff to implement curriculum appropriate to meeting such need.
- Continuously seek ways to improve and deliver quality services to both external and internal customers.
- Quickly and diplomatically attend to questions, suggestions, and/or complaints received from parents and staff.
- Contribute to the organization, arrangement, safety and sanitation of the Child Development Center.
- Conduct parent-teacher conferences twice per year as scheduled by the Child Development Director.
- Assist in development of a portfolio for each child in your classroom, containing assessments, samples of work, photographs, progress notes, etc., to share with parents at conference time.
- Establish and maintain good working relationships with the Director, co-workers, children, parents and the community.
- Complete daily reports for each child.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.

- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary.
- Share responsibilities for general housekeeping and program maintenance.
- Maintain a neat, clean and orderly classroom.
- Clean and disinfect toys and equipment on a regular basis.
- Report any need for repairs or unsafe condition to the Child Development Director in a timely fashion.
- Submit requests for supplies to the Child Development Director.
- Read the Personal Information Form for each child in your classroom and be alert to any special circumstances, needs, allergies, or medical conditions.
- Assist in completing an Accident/Incident Report Form for all injuries to children while in attendance at the Center and inform the Child Development Director immediately.
- Support interactions with regulatory agencies in order to maintain conformity to legal standards and regulations.
- Assist with emergency procedures and building evacuations.
- Ensure compliance with safety, health, and loss control policies and procedures of the District.
- Demonstrate knowledge and awareness of safety precautions, emergency first aid procedures, and general health and developmental issues necessary for caring for the preschool child.
- As directed by the Child Development Director, participate in professional workshops and classes to improve job knowledge.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the District.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Early Childhood Teacher - Director Qualified
Department: Big & Little Child Development Center
Supervisor: Child Development Director
Classification: Full-Time – Non-Exempt – Hourly

Summary

Under the direction of the Child Development Director, the Early Childhood Teacher – Director Qualified is responsible for the planning, organization and facilitation of learning for children in the classroom. The Early Childhood Teacher – Director Qualified is responsible for creating a safe, nurturing, and developmentally appropriate learning environment where positive self-concepts are enhanced, independence is encouraged, and individuality is respected. The Early Childhood Teacher – Director Qualified will serve as a manager on duty in the absence of the Child Development Center.

Qualifications – Education, Experience and Training

Two years of credit (64 semester hours) in any discipline from an accredited college or university with a minimum of 21 semester hours in Early Childhood Development. Or, two years of child development experience from an accredited college or university, or one year of college credits with 10 semester hours in Early Childhood Development and proof of enrollment in an accredited college until 2 years credit and 21 semester hours in Early Childhood Development have been achieved. Must possess certifications in First Aid and CPR/AED within 90 days of employment

Duties and Responsibilities

A. Essential Functions

- Assist in planning, organizing and conducting a stimulating, developmentally appropriate early childhood program, consistent with the philosophy and policies of the Center.
- Function as a member of the teaching team by planning and working cooperatively with co-workers.
- Assist in maintaining responsibility for daily implementation of the program by helping prepare weekly lesson plans and conducting activities.
- Attend and participate in staff meetings, planning sessions, in-service trainings, and outside training needed to meet D.C.F.S. requirements with a minimum of 15 hours annual training.
- Develop curriculum. Review lesson plans on a daily basis. Implement new curriculum and technology as directed.
- Attend and participate in scheduled special events as assigned.
- Assess the individual needs and developmental patterns of the children, work with other staff to implement curriculum appropriate to meeting such need.
- Continuously seek ways to improve and deliver quality services to both external and internal customers.
- Quickly and diplomatically attend to questions, suggestions, and/or complaints received from parents and staff.
- Contribute to the organization, arrangement, safety and sanitation of the Child Development Center.
- Conduct parent-teacher conferences twice per year as scheduled by the Child Development Director.
- Assist in development of a portfolio for each child in your classroom, containing assessments, samples of work, photographs, progress notes, etc., to share with parents at conference time.
- Establish and maintain good working relationships with the Director, co-workers, children, parents and the community.
- Complete daily reports for each child.

- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including working open and close shifts.
- Share responsibilities for general housekeeping and program maintenance.
- Maintain a neat, clean and orderly classroom.
- Clean and disinfect toys and equipment on a regular basis.
- Report any need for repairs or unsafe condition to the Child Development Director in a timely fashion.
- Submit requests for supplies to the Child Development Director.
- Read the Personal Information Form for each child in your classroom and be alert to any special circumstances, needs, allergies, or medical conditions.
- Assist in an Accident/Incident Report Form for all injuries to children while in attendance at the Center and inform the Child Development Director immediately.
- Support interactions with regulatory agencies in order to maintain conformity to legal standards and regulations.
- Assist with emergency procedures and building evacuations.
- Ensure compliance with safety, health, and loss control policies and procedures of the District.
- Demonstrate knowledge and awareness of safety precautions, emergency first aid procedures, and general health and developmental issues necessary for caring for the preschool child.
- As directed by the Child Development Director, participate in professional workshops and classes to improve job knowledge.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the District.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Community Center Operations Manager
Department: Recreation- Health & Fitness Center
Supervisor: Superintendent of Recreation
Classification: Full Time - Exempt

Summary

The Community Center Operations Manager is responsible for the daily management of the Mundelein Community Center and Fitness Center. This position coordinates, supervises, plans and evaluates all operations associated with the facility including fitness, babysitting service, registration, membership sales and customer service operations. The manager is also responsible for coordinating all recreation registration software operations, both public and staff use. Works closely with I.T. staff and Administrative Software Committee to manage, coordinate and prioritize projects and tasks. Will manage and trouble shoot registration software issues as needed.

Qualifications – Education, Experience and Training Qualifications

Minimum High School Diploma is required. Minimum of three years of full-time experience in the field of recreation is preferred. B.A. or B.S. in Recreation Administration, physical education, exercise science or related field is preferred. Certification in group fitness and/or personal training is preferred. Must possess certifications in First Aid and CPR/AED within 90 days of employment. Certification as a Certified Parks and Recreation Professional (CPRP) is preferred.

Duties and Responsibilities

A. Essential Functions

- Supervise the work of Customer Service Supervisor and Fitness Coordinator.
- Manage District's registration operations.
- Serves as Recreation Software Administrator for the District.
- Plan, organize, market, and direct comprehensive health and fitness programs.
- Recruit, hire, train, supervise, schedule and evaluate fitness, babysitting and customer servicestaff.
- Continuously seek ways to improve and deliver quality services to both external and internalcustomers.
- Quickly and diplomatically attend to questions, suggestions, and/or complaints received fromthe public and staff.
- Provide accurate information to patrons in person, via telephone, and electronically and beavailable to troubleshoot any registration issues, as needed.
- Research, develop and coordinate the implementation of improvements to registration procedures in order to enhance the customer experience.
- Manage the District's fitness program offerings in accordance with industry trends and needs ofthe community.
- Program and schedule fitness activities within the center.
- Work with staff to create a yearly calendar of programs and events to support fitness operations and stimulate membership growth.
- Conduct review of fitness equipment to establish condition and to assist in the development ofthe fitness equipment replacement plan. Ensure fitness center equipment is in the highest working order and acceptable levels of cleanliness are upheld.
- Purchase fitness equipment in accordance with budget planning.
- Accountable for payment transactions including installment billing, refunds, scheduled payments and ECP/ACH, and the resolution of outstanding balances.

- Work with the Superintendent of Business Services and Technology to maintain proper export of financial and refund transactions.
- Oversee the process of scholarship requests, payment and payment plans.
- Review and update registration issues for the brochure and website.
- Manage rental reservations for Superintendent of Recreation and Superintendent of Parks & Facility Maintenance. Interface with customers on their behalf.
- Manage the online inquiry from webmail. Distribute inquiry to the correct department to ensure timely response to patrons.
- Coordinate the input of program information and program numbers for seasonal brochures into registration database.
- Develop and execute training for all Park District staff and departments on recreation software. Generate user profiles and accounts for all employees.
- Maintain software user permissions to ensure proper use of recreation software, Park Districtwide.
- Provide program and technical support to all program supervisors.
- Prepare the annual budget for the operation of the Community Center, monitor revenue and expenses, make purchases, and provide recommendations to the Superintendent of Recreation on rate and policy changes.
- Develop long range recommendations for capital expenses.
- Prepare monthly reports and/or figures concerning the operation of the Community Center including profit and loss.
- Develop, schedule and implement an annual calendar of in-service trainings. Ensure staff attendance. Produce and update training manuals for staff.
- Train and practice with staff the medical emergency, evacuation and disaster plan so as to be prepared for any and all emergencies.
- Ensure staff schedules are prepared for areas of responsibility.
- Process payroll.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays. Assist with district wide special events and special projects.
- Develop appropriate forms and administrative procedures to compliment the registration process.
- Make recommendations for special programs, discount rates, and special events.
- Serve on District committees as requested.
- Assist with emergency procedures and building evacuations.
- Ensure compliance with safety, health, and loss control policies and procedures of the District.
- As directed by Superintendent of Recreation, participate in professional committees, conferences, workshops, and classes to improve job knowledge and management skills.

Considerations

A. Psychological Functions

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment. Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequent sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

D. Cognitive Considerations

- Employee must have the ability to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate excellent customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgements with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Cultural Arts & Events Supervisor
Department: Recreation
Supervisor: Recreation Programs Manager
Classification: Full-time – Exempt

Summary

The Recreation Supervisor is responsible for the development, coordination and supervision of all the cultural arts programs, special events and parties. This position requires working early mornings and late nights, weekends and holidays as needed to successfully carry out the essential functions of this job.

Qualifications – Education, Experience and Training

B.A. or B.S. in Recreation Administration, Education or related field is preferred. Minimum High School Diploma required. Minimum of one year of experience in the field is required. Minimum of three years of experience in the field is preferred. Must possess certifications in First Aid and CPR/AED within 90 days of employment. Certification as a Certified Parks and Recreation Professional (CPRP) is preferred. Candidate must also possess a valid Illinois class "D" driver's license.

Duties and Responsibilities

A. Essential Functions

- Develop, coordinate, promote, evaluate, market and supervise a comprehensive selection of cultural arts programs. Instruct programs and workshops, as needed.
- Develop, coordinate, promote, evaluate, market and supervise a comprehensive selection of special events.
- Develop, coordinate, promote, evaluate, market and supervise the birthday party program. Leads parties, as needed.
- Ensures proper set up, work requests and clean-up of events and programs.
- Define personnel and staffing requirements, develop plan to recruit, hire, train, schedule and evaluate seasonal and part time staff to include contract employment and volunteers for assigned recreational programs and facilities.
- Prepares seasonal brochure information and creates publicity materials in cooperation with the marketing department.
- Work with marketing staff on the creation of annual marketing plans for areas of responsibility. Ensure the timely marketing of programs and events from a strategic perspective, including production of flyers, brochures, press releases, social media posts and other promotional materials.
- Prepare the annual budget for program areas, monitor revenue and expenses, make purchases, and provide recommendations to supervisor on rate and policy changes.
- Develop long range recommendations for capital expenses.
- Order, purchase and coordinate assigned program supplies and equipment.
- Prepare monthly board report.
- Continuously seek ways to improve and deliver quality services to both external and internal customers.
- Makes recommendations for changes and improvements to programs, and facilities as required to meet the public demand.
- Deliver quality customer service both internally and externally.
- Quickly and diplomatically attend to questions, suggestions, and/or complaints received from the public and staff.
- Provide accurate information to patrons in person, via telephone, and electronically and be available to troubleshoot any issues, as needed.

- Adapt recreation programs to meet the needs of individuals in accordance with the Americans with Disabilities Act.
- Monitor records of monies received, participation figures, and expenditures within assigned responsibility areas.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Work with community organizations, businesses, and other governmental bodies to promote, implement, and improve programs and services.
- Develop, schedule and implement an annual calendar of in-service trainings. Ensure staff attendance. Produce and update training manuals for staff.
- Train and practice with staff the medical emergency, evacuation and disaster plan so as to be prepared for any and all emergencies.
- Ensures staff schedules are prepared for areas of responsibility.
- Process payroll.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Assist in leading instructional programs.
- Assist with district wide special events and special projects.
- Make recommendations for special programs, discount rates, and special events.
- Develop appropriate forms and administrative procedures to compliment the registration process.
- Prepare reports, statistics and evaluations on programs and personnel.
- Meet with outside agencies and groups.
- Occasional set up and take down of equipment and supplies for activities and special events.
- Serve on Park District committees as requested.
- Assist with emergency procedures and building evacuation.
- Ensure compliance with safety, health, and loss control policies and procedures of the Park District.
- As directed, participate in professional committees, conferences, workshops, and classes to improve job knowledge and management skills.

Considerations

A. Psychological Functions

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District
Job Description

Job Title: Customer Service Supervisor
Department: Recreation
Supervisor: Community Center Operations Manager
Classification: Full Time – Exempt

Summary

The Customer Service Supervisor is responsible for the front desk operations, registration, customer service and membership sales. The Customer Service Supervisor is also responsible for the direct management of front desk and babysitting staff, and assists with the management of fitness attendants in the absence of the Community Center Operations Manager. This position will assist in promoting Park District programs, providing excellent customer service and embracing a team atmosphere. Ability to assist as needed when the Community Center Manager is unavailable.

Qualifications – Education, Experience and Training

B.A. or B.S. in Recreation Administration, Education or related field is preferred. Minimum High School Diploma required. Minimum of one year of experience in the field is required. Minimum of three years of experience in the field is preferred. Must possess certifications in First Aid and CPR/AED within 90 days of employment. Certification as a Certified Parks and Recreation Professional (CPRP) is preferred. Candidate must also possess a valid Illinois class "D" driver's license. Knowledge of Active Net software a plus.

Duties and Responsibilities

A. Essential Functions

- Provide customer service excellence, leadership and in-service training for fitness/front desk, KidzCenter, and all Community Center supporting staff.
- Recruit, hire, train, supervise, and evaluate registration/front desk staff and front desk leads.
- Recruit, hire, train, supervise and evaluate Kidz Centre staff.
- Completes payroll.
- Create efficient work schedules for facility staff.
- Develop customer service training for fitness/front desk, Kidz Center, and all Community Center supporting staff.
- Develop a high level of expertise with Active Net software processes and procedures in order to work and solve problems.
- Assist other departments and staff in the use of Active Net software and reporting.
- Act as Active Net System Administrator for monitoring and making both system data and configurational changes in Active Net, as needed for business purposes.
- Assist staff in membership promotions, outreach, sales, and retention efforts.
- Responsible for coordinating, staffing and supervising all District facility and park rentals.
- Assists in the development of appropriate forms and administrative procedures to compliment the registration process.
- Continuously seek ways to improve services to both external and internal customers. Continuously seek ways to improve services and deliver quality customer service to both external and internal customers.
- Quickly and diplomatically attend to questions, suggestions, and/or complaints received from the public and staff.
- Continuous evaluation of registration trends to provide ease of use options.
- Provide accurate registration/program/rental information in person, via telephone, and electronically and troubleshoot any registration issues.

- Maintain and manage payment transactions, including refunds, scheduled payments, and ECP/ACH.
- Work with the Superintendent of Business Services and Technology to maintain proper export offinancial and refund transactions, as directed.
- Review and update registration issues for the brochure and website.
- Manage the online inquiry from webmail. Distribute inquiry to the correct department to ensure timelyresponse to patrons.
- Oversee the input of ActiveNet program information and program numbers into seasonal brochures.
- Review seasonal brochure drafts for accuracy.
- Provide direction of the registration/front desk staff as well as problem resolution and guidance
- Develop staff procedure manuals and updates, as needed.
- Assists with development of the operational budget.
- Assists with development of yearly capital needs.
- Assists the Community Center Manager in establishing a marketing plan.
- Assist in analyzing facility equipment for safety concerns.
- Assists in maintaining the cleanliness of the facility.
- Assist and functionally perform any duties in absence of Community Center Manager.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays. Assist at the registration desk.
- Assist with district wide special events and special projects.
- Participate in professional committees, conferences, workshops, and classes to improve job knowledgeand management skills.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.

- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

D. Cognitive Considerations

- Employee must have the ability to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: Recreation Programs Manager
Department: Recreation
Supervisor: Superintendent of Recreation
Classification: Full-Time – Exempt

Summary

The Recreation Program Manager is responsible for the direction of programs and services in the areas of active adults 50+, athletics, cultural arts, dance, special events, general recreation, and school-age programming. Responsibilities also include the management of various facilities used for activities; including Dunbar Recreation Center, Kracklauer Dance Studio, Regent Center and a seasonal ice rink. Work hours may fluctuate from normal business hours based on supervision needs of programs and special events; evening and/or weekend work may apply.

Qualifications – Education, Experience and Training

B.A. or B.S., degree in Recreation Administration, Business Administration, or related field is required. Minimum of three years of full-time experience in the field of recreation is required. Must possess certifications in First Aid and CPR/AED within 90 days of employment. Certification as a Certified Parks and Recreation Professional (CPRP) is preferred.

Duties and Responsibilities

A. Essential Functions

- Supervise the work of Recreation Supervisors and staff within area of assigned responsibility.
- Define personnel and staffing requirements; develop plan to recruit, hire, and train necessary staff to for assigned areas of responsibilities.
- Conduct staff meetings and trainings to provide information and guidance to staff; create training material as needed.
- Mentor, coach and direct staff with goals to provide quality programs, performance and professional development and growth.
- Make recommendations on personnel matters involving recreation staff to the Superintendent of Recreation.
- Oversee the scheduling and use of facilities to ensure the most efficient and effective use of resources and staff, including the preparing of contracts, and working with schools and affiliate organizations to coordinate programs, rentals and events.
- Within areas of responsibility research, develop, evaluate and direct a comprehensive selection of recreation programs and services in accordance with industry trends and needs of the community.
- Provide strategic direction to staff to develop and implement programming to meet community needs.
- Create, analyze and evaluate performance reports for programming and facility usage; including future trends and improvements.
- Adapt recreation programs to meet the needs of individuals in accordance with the Americans with Disabilities Act.
- Work with Community Operations Manager and Superintendent of Recreation to administer the Park District's scholarship program.
- Oversee program and/or event contracts and agreements; confirm proper documents are received and meet the Park District's contractual and insurance specifications ensure terms of contract are being followed; coordinate internal efforts in accordance with the contract terms to meet service needs.
- Provide guidance, set deadlines and assist in the creation of the Park District's seasonal brochure.

- Assist Community Operations Manager with the input of program information for seasonal brochures into the registration database.
- Assist subordinate staff with the creation of annual marketing plans for areas of responsibility. Ensure the timely marketing of programs and events from a strategic perspective, including production of flyers, brochures, press releases, social media posts and other promotional materials.
- Prepare and oversee the entire budget process from planning to execution and evaluation for assigned facilities and programs, with emphasis on timeliness and accountability.
- Prepare cost analysis budgeting of programs and activities.
- Prepare reports, statistics and evaluations on programs and personnel.
- Develop long range recommendations for capital expenses.
- Manage and directly supervise all payroll activities for areas of responsibility.
- Ensure staff plans for and purchases supplies for programming needs in a fiscally-responsible manner; processes invoices and reconciles receipts for purchases in accordance with deadlines and the Park District's Purchasing Policy.
- Monitor records of monies received, participation figures, and expenditures within assigned responsibility areas.
- Submit timely and accurate reports to include input for information to be delivered to the Park Board of Commissioners.
- Continuously seek ways to improve and deliver quality services to both external and internal customers.
- Quickly and diplomatically attend to questions, suggestions, and/or complaints received from the public.
- Participate in community meetings and organizational planning as requested.
- Train and practice with staff the medical emergency, evacuation and disaster plan so as to be prepared for any and all emergencies.
- Ensures facility safety inspections, within areas of responsibility, are conducted as well as other periodic inspections as assigned.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Assist with district wide special events and special projects.
- Develop appropriate forms and administrative procedures to compliment the registration process.
- Make recommendations for special programs, discount rates, and special events.
- Serve on Park District committees as requested.
- Assist with emergency procedures and building evacuations.
- Ensure compliance with safety, health, and loss control policies and procedures of the Park District.
- As directed by Superintendent of Recreation, participate in professional committees, conferences, workshops, and classes to improve job knowledge and management skills.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.

- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

D. Cognitive Considerations

- Employee must have the ability to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Mundelein Park & Recreation District Job Description

Job Title: School-Age Program Coordinator
Department: Recreation
Supervisor: School-Age Program Supervisor
Classification: Full Time – Exempt

Summary

The School-Age Programs Coordinator is responsible for assisting the School-Age Programs Supervisor with the management and supervision of the before and after school program, school days off programs, and summer day camp. This position will also assist other recreation supervisors with the management and supervision of recreation programs as assigned. This position requires working early mornings and late nights, weekends and holidays as needed to successfully carry out the essential functions of this job.

Qualifications – Education, Experience and Training

B.A. or B.S. in Recreation Administration, Education or related field is preferred. Minimum High School Diploma required. Minimum of one year of experience in the field is required. Minimum of three years of experience in the field is preferred. Must possess certifications in First Aid and CPR/AED within 90 days of employment. Certification as a Certified Parks and Recreation Professional (CPRP) is preferred. Candidate must also possess a valid Illinois class "D" driver's license.

Duties and Responsibilities

A. Essential Functions

- Work and supervise the daily operations for Before and After School program and Summer Day Camp.
- Assists with hiring, training and supervision of program staff.
- Assists with program registration.
- Prepares Day Off School schedules.
- Maintains open communication with program staff, parents, participants and supervisor.
- Assists School-Age Program Supervisor with coordinating and communicating with school district representatives regarding the before and after school program.
- Maintains all monthly attendance and sign in documents.
- Manages and processes all monthly extra charges.
- Manages program curriculum, supplies and purchases.
- Assists with coordination of program enrichment components.
- Plans and coordinates Day Off School Programs field trips, bus transportation and theme days.
- Assists with the annual budget.
- Makes recommendations for changes and improvements to programs, and facilities as required to meet the public demand.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Plans and executes special events and projects as assigned.
- Order, purchase and coordinate assigned program supplies and equipment.
- Continuously seek ways to improve and deliver quality services to both external and internal customers.
- Deliver quality customer service both internally and externally.
- Quickly and diplomatically attend to questions, suggestions, and/or complaints received from the public and staff.
- Provide accurate information to patrons in person, via telephone, and electronically and be available to troubleshoot any issues, as needed.

- Adapt recreation programs to meet the needs of individuals in accordance with the Americans with Disabilities Act.
- Work with community organizations, businesses, and other governmental bodies to promote, implement, and improve programs and services.
- Help train and practice with staff the medical emergency, evacuation and disaster plan so as to be prepared for any and all emergencies.
- Ensures staff schedules are prepared for areas of responsibility.
- Assist in processing payroll.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Assist in leading instructional programs.
- Assist with district wide special events and special projects.
- Make recommendations for special programs, discount rates, and special events.
- Develop appropriate forms and administrative procedures to compliment the registration process.
- Prepare reports, statistics and evaluations on programs and personnel.
- Meet with outside agencies and groups.
- Occasional set up and take down of equipment and supplies for activities and special events.
- Serve on Park District committees as requested.
- Assist with emergency procedures and building evacuation.
- Ensure compliance with safety, health, and loss control policies and procedures of the Park District.
- As directed, participate in professional committees, conferences, workshops, and classes to improve job knowledge and management skills.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.

- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

D. Cognitive Considerations

- Employee must have the ability to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park & Recreation District Job Description

Job Title: School-Age Program Supervisor
Department: Recreation
Supervisor: Recreation Programs Manager
Classification: Full-Time – Exempt

Summary

The Recreation Supervisor is responsible for the development, coordination and supervision of the before and after school program, including school days off programs; summer camp, and miscellaneous school-age child care programs. This position requires working early mornings and late nights, weekends and holidays as needed to successfully carry out the essential functions of this job.

Qualifications – Education, Experience and Training

B.A. or B.S. in Recreation Administration, Education or related field is preferred. Minimum High School Diploma required. Minimum of one year of experience in the field is required. Minimum of three years of experience in the field is preferred. Must possess certifications in First Aid and CPR/AED within 90 days of employment. Certification as a Certified Parks and Recreation Professional (CPRP) is preferred. Candidate must also possess a valid Illinois class "D" driver's license.

Duties and Responsibilities

A. Essential Functions

- Develop, coordinate, promote, evaluate and supervise all aspects of the Rec Connection program, including school days off programs.
- Develop, coordinate, promote, evaluate and supervise summer day camp.
- Organize and maintain all required registration forms and documents. Maintain monthly tuition payments and track unpaid tuition.
- Coordinate throughout the year with schools and district office regarding students enrolled.
- Plans and executes special events and projects as assigned.
- Define personnel and staffing requirements, develop plan to recruit, hire, train, schedule and evaluate seasonal and part time staff to include contract employment and volunteers for assigned recreational programs and facilities.
- Prepares seasonal brochure information and creates publicity materials in cooperation with the marketing department.
- Work with marketing staff on the creation of annual marketing plans for areas of responsibility. Ensure the timely marketing of programs and events from a strategic perspective, including production of flyers, brochures, press releases, social media posts and other promotional materials.
- Prepare the annual budget for program areas, monitor revenue and expenses, make purchases, and provide recommendations to supervisor on rate and policy changes.
- Develop long range recommendations for capital expenses.
- Order, purchase and coordinate assigned program supplies and equipment.
- Prepare monthly board report.
- Continuously seek ways to improve and deliver quality services to both external and internal customers.
- Makes recommendations for changes and improvements to programs, and facilities as required to meet the public demand.
- Deliver quality customer service both internally and externally.
- Quickly and diplomatically attend to questions, suggestions, and/or complaints received from the public and staff.

- Provide accurate information to patrons in person, via telephone, and electronically and be available to troubleshoot any issues, as needed.
- Adapt recreation programs to meet the needs of individuals in accordance with the Americans with Disabilities Act.
- Monitor records of monies received, participation figures, and expenditures within assigned responsibility areas.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Work with community organizations, businesses, and other governmental bodies to promote, implement, and improve programs and services.
- Develop, schedule and implement an annual calendar of in-service trainings. Ensure staff attendance. Produce and update training manuals for staff.
- Train and practice with staff the medical emergency, evacuation and disaster plan so as to be prepared for any and all emergencies.
- Ensures staff schedules are prepared for areas of responsibility.
- Process payroll.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Assist in leading instructional programs.
- Assist with district wide special events and special projects.
- Make recommendations for special programs, discount rates, and special events.
- Develop appropriate forms and administrative procedures to compliment the registration process.
- Prepare reports, statistics and evaluations on programs and personnel.
- Meet with outside agencies and groups.
- Occasional set up and take down of equipment and supplies for activities and special events.
- Serve on Park District committees as requested.
- Assist with emergency procedures and building evacuation.
- Ensure compliance with safety, health, and loss control policies and procedures of the Park District.
- As directed, participate in professional committees, conferences, workshops, and classes to improve job knowledge and management skills.

Considerations

A. Psychological Functions

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22

Mundelein Park and Recreation District Job Description

Job Title: Superintendent of Recreation
Department: Recreation
Supervisor: Executive Director
Classification: Full-Time - Exempt

Summary

The Superintendent of Recreation is responsible for operations, budgeting, staffing and overall supervision of a wide range of recreation programs, special events and facilities for the residents of Mundelein and customers of the Mundelein Park & Recreation District. The Superintendent is responsible for the employment and performance of recreation personnel. Justifies budget proposals and monitors revenues and expenditures.

Qualifications – Education, Experience and Training

B.A. or B.S. degree in Recreation or a closely related field from an accredited college or university. A minimum of 5 to 10 years of full-time experience in the field of recreation and/or related industry. CPR, First Aid and AED Certification required within six months of employment. Valid Illinois Class "D" Driver's License.

Duties and Responsibilities

A. Essential Functions

- Recruit, select, train and supervise necessary staff to operate respective areas of responsibilities.
- Mentor, coach, influence and evaluate performance of subordinates, with goal to qualify programs and performance, professional development and growth, orientated on success and focused on accomplishing the Park District Mission.
- Coordinate, collaborates and communicate with all other department heads on projects, events, programs, facilities, affiliate groups, etc.
- Deliver quality customer service both externally and internally.
- Prepare, implement and oversee the budget process from planning to execution and evaluation for the Recreation Department with emphasis on timeliness and accountability.
- Oversees purchasing of supplies and equipment.
- Establish standards for programs and facilities related to maintenance and quality.
- Develop, implement and monitor the department's section of the Comprehensive Plan.
- Oversee recreation personnel payroll.
- Review and evaluate all recreational programming, making recommendations for change and improvements as required to meet the public demand.
- Analyze revenue and registration reports.
- Work closely with recreation and facility staff to develop a shared facility usage.
- Oversee promotion of recreational programs.
- Provide guidance, set deadlines and assist in the creation of the Park District periodic brochure of public activities and programs.
- Submit timely and accurate reports to include input for information delivered to the Park Board of Commissioners.
- Make recommendations to the Executive Director for the purpose of both long and short-term improvements.
- Work cooperatively with local government agencies and community groups.
- Prepare reports and maintain department files.
- Coordinate and assist with various large-scale events.
- Recommend personnel policy changes related to programs and facilities.
- Attend the Committee of the Whole meeting if necessary and one Park Board meeting each month.
- Attend evening and/or weekend meetings called by the Executive Director, as required.

- Attend day time, evening and weekend department meetings and special events, as needed.
- Assist Executive Director on the Park District's capital plan.
- Evaluate monthly financial reports and submits progress and projections.
- Assist with implementing and executing Distinguished Accreditation standards and criteria.
- Other duties and responsibilities maybe assigned by the Executive Director as needed.

B. Marginal Functions

- Perform all job tasks within the rules and guidelines of the District's safety program.
- Coordinate and be liaison to the Recreation Advisory Committee.
- Analyze purchasing of supplies and equipment.
- Represent the Park District at various public meetings; attend other government or civic organization meetings or gatherings.
- Participate in special activities that have high value for the Park District. (Distinguished Agency, PDRMA Accreditation.)
- Participate in various professional organizations that have impact or influence further development as an individual and have impact on the Park District.
- Responsible for delivery of deposits to the bank on a regular basis. Schedule determined seasonally.

Considerations

A. Psychological Considerations

- The Superintendent of Recreation may feel stress from being held responsible for quality recreational programs.
- The Superintendent of Recreation must resolve differences and problems that arise with patrons and employees.
- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.
- Employee must demonstrate skills in dealing with media organizations in a wide variety of situations, some stressful and emotional.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Evening and weekend work when necessary.
- Employee must be able to work with other members of senior management and a publicly elected Board of Park Commissioners to include presentations and attendance at meetings.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- Medium strength of 40 to 50 lbs.
- Sitting, standing, bending, twisting, lifting, carrying, driving, and eye hand coordination.

C. Environmental Considerations

- May be exposed to elements when driving to meetings or when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature; using a computer monitor; work around others and with others.
- May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.
- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- May be required to work in the outdoor environment with temperature and weather conditions and potential extremes that are to be expected in the climate of Northern Illinois.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- May be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District area.

D. Cognitive Considerations

- The Superintendent of Recreation must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.
- Must possess written and oral communication skills to work District staff and the public.
- Have knowledge of budgetary planning and fiscal control.
- Have the ability to problem solve.
- Employee must have the ability to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect of the position.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22



BOARD MEMORANDUM

May 9, 2022 Regular Board Meeting Agenda Item

To: Board of Commissioners
From: Ron Salski, Executive Director
Bill Brolley, Golf Operations Manager
Date: May 5, 2022
Subject: Approve of 2023 Golf Carts

Background

Steeple Chase Golf Club replaces the entire golf cart fleet every five years and 2022 season is in the fifth year of the current fleet. Currently, the course has 2018 EZ-Go TXT golf carts with Pace GPS. These carts have the extra accessories of GPS, club protector, sand bottle, information holder, sun top, windshield/hinged, USB ports, and logos with fleet numbers 1-75. In prior years, the course has done a straight purchase of the cart fleet with a 5-year lease of the GPS system.

Additionally, the club stores the carts during the winter months. The club currently pays \$14,000 with EZ-Go for maintenance yearly with winter storage.

Analysis/Considerations

Attached are the proposals from EZ-Go and Yamaha for a new golf cart fleet in 2023 and pricing for the current EZ-Go fleet purchased in 2018. All vehicles are priced with the same accessories.

The EZ-Go proposal is for the 2023 RXV gas car the only cart they are now producing in a gas vehicle. Yamaha produces two gas vehicles the Drive2 AFI and the Drive2 EFI Quietech. Yamaha has added in a heavy-duty deep cycle battery to support the YamaTrack GPS system.

EZ-Go proposal comes in a net \$238,575 after trade in of the current fleet. Yamaha is considerably less with both of their proposals, the Drive2 AFI at \$154,050 and the Quietech at \$185,550 after trade-in of the current fleet.

Yamaha proposals are part of the governmental pricing "BuyBoard" their account #611-20 which the Mundelein Park & Recreation District is registered, #3895.

The GPS systems from EZ-Go and Yamaha are very comparable and priced the same. Maintenance agreement from Yamaha would be \$1,875 to be paid six times during the year (May-Oct) which would equate to \$11,250 and \$3,000 winter storage.

Steeple Chase Golf Club would retain ownership in 2023 which would be recorded in the 2023 Budget.

Recommendation

Staff recommends approving the BuyBoard Pricing of the Yamaha Drive2 EFI Quietech Carbon Metallic golf cart (see attached). The Quietech car is \$420 more per car than the Yamaha Drive2 AFI but is a much quieter and better-quality cart and ranked in several publications as the best gas-powered golf cart. Staff has called around to other courses that have the Quietech cars and these cars were highly recommended.

Action and Motion Requested

Move to approve the Golf Cart Proposal from Harris Golf Carts a distributor of Yamaha for the 75 Drive2 QT-EFI Quietech from BuyBoard, National Joint Purchasing Agency, not to exceed \$187,000.

2022 Golf Cart - Total Pricing

	Price Per Cart	Fleet Cost (75 Carts)	Trade-In (75 Carts)	Net Cost	Difference	GPS Annual
Yamaha - Drive 2 AFI	\$5,304	\$397,800	\$243,750	\$154,050	-	\$31,500
Yamaha - Quietech	\$5,724	\$429,300	\$243,750	\$185,550	\$31,500	\$31,500
EZ-GO RXV	\$6,681	\$501,075	\$262,500	\$238,575	\$84,525	\$31,416

EZ-GO - 2018*	\$3,983	\$298,740	\$168,750	\$129,999	-	\$28,800
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**Note: 2018 Purchase*



Staff is recommending
the Carbon Metallic



MICA
Metallic



CARBON
Metallic



EMERALD



BOARD MEMORANDUM

May 9, 2022 Regular Board Meeting Agenda Item

To: Board of Commissioners
From: Ron Salski, Executive Director
Date: May 5, 2022
Subject: Approve of Ordinance 22-05-01-O Annexing Certain Territory to the Mundelein Park & Recreation District (21400, 21402, 21344 and 21326 W. IL Route 60)

Background

At the March 14 Committee of the Whole Meeting, the Board discussed various potential annexations. In particular, the attached property was discussed and best approach to annex this particular property. The Board agreed that a Commissioner and Executive Director should reach out to the property owner before any approval is presented to the Board of Commissioners.

Analysis/Considerations

Commissioner Knudson and Executive Director Salski had very good discussions with the property owner and can share the discussions at the meeting.

Recommendation

Executive Director Salski recommends approving of Ordinance 22-05-01-O – Annexing Certain Territory to the Mundelein Park & Recreation District (21400, 21402, 21344 and 21326 W. IL Route 60).

Action and Motion Requested

Move to approve of Ordinance 22-05-01-O – Annexing Certain Territory to the Mundelein Park & Recreation District (21400, 21402, 21344 and 21326 W. IL Route 60).

*Prepared By and
After recording, return to:*

Adam B. Simon
Ancel Glink, P.C.
175 E. Hawthorn Pkwy, Suite 145
Vernon Hills, Illinois 60061

This space reserved for Recorder's use only.

ORDINANCE NO. 22-05-01-O

**AN ORDINANCE ANNEXING
CERTAIN TERRITORY TO THE
MUNDELEIN PARK AND RECREATION DISTRICT
(21400, 21402, 21344 and 21326 W. IL Route 60)**

WHEREAS, the President and Board of Trustees of the Village of Mundelein, in Ordinance No. 22-02-06, passed February 14, 2022, and attached hereto as Exhibit A, annexed certain property legally described herein (the "Territory");

WHEREAS, said Territory is not within the corporate limits of any park district, comprises less than 120 acres, and is contiguous to the Mundelein Park and Recreation District (the "Park District");

WHEREAS, the Park District is authorized to annex additional property within an otherwise coterminous municipality according to Section 3-10 of the Illinois Park District Code, 70 ILCS 1205/3-10;

WHEREAS, it is in the best interest of the Mundelein Park and Recreation District that said Territory be annexed;

NOW THEREFORE, BE IT ORDAINED by the Board of Park Commissioners of the Mundelein Park and Recreation District, Lake County, Illinois, as follows:

SECTION 1: That the Territory, legally described in Exhibit B, is hereby annexed to the Mundelein Park and Recreation District.

SECTION 2: That the Secretary of the Mundelein Park and Recreation District is hereby directed to record in the Office of the Recorder of Deeds of Lake County, Illinois, and to file in the office of the County Clerk of Lake County, Illinois, being the County in which the Property is situated, a certified copy of this Ordinance, together with an accurate map of the Property hereby annexed, said map being attached hereto and made a part hereof, and labeled Exhibit C.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage and approval and when a certified copy thereof, together with an accurate map is recorded in the Office of the Recorder of Deeds of Lake County and filed in the office of the County Clerk of Lake County; and thereupon, said territory shall be subject to the jurisdiction of the Mundelein Park and Recreation District.

PASSED this _____ Day of _____, 2022.

AYES:

NAYS:

ABSENT:

ABSTAIN:

PRESIDENT

ATTEST:

SECRETARY

EXHIBIT A

**VILLAGE OF MUNDELEIN
LAKE COUNTY, ILLINOIS**

ORDINANCE NO. 22-02-06

[SEE ATTACHED]

Prepared by and return after recording to:
Village of Mundelein
Community Development
300 Plaza Circle
Mundelein, IL 60060

STATE OF ILLINOIS)
)
COUNTY OF LAKE)

CERTIFICATE

I, Karen Walsh, certify that I am the duly elected Municipal Clerk for the Village of Mundelein, Lake County, Illinois.

I further certify that on February 14, 2022 the Corporate Authorities of such Village passed and approved

Ordinance No. 22-02-06

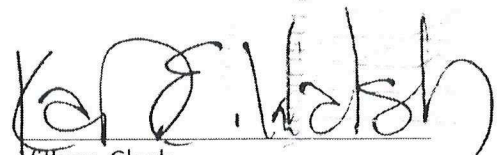
which is entitled

AN ORDINANCE ANNEXING CERTAIN PROPERTY COMMONLY KNOWN AS
21400, 21402, 21344, AND 21326 W IL ROUTE 60

The pamphlet form of said Ordinance, including the Ordinance and a cover sheet thereof was prepared and a copy of such Ordinance was posted in the Village Hall commencing on February 17, 2022 and was posted for at least ten days thereafter.

Copies of such Ordinance are available for public inspection upon request in the Customer Service Office.

Dated at Mundelein, Illinois this 17th day of February 2022.


Village Clerk

ORDINANCE NO. 22-02-06

AN ORDINANCE ANNEXING CERTAIN PROPERTY COMMONLY KNOWN AS
21400, 21402, 21344, AND 21326 W IL ROUTE 60

Published in pamphlet form by the authority
of the President and Board of Trustees
of the Village of Mundelein, Illinois

Date of Publication: 2/17/22

ORDINANCE NO. 22-02-06

**AN ORDINANCE ANNEXING CERTAIN PROPERTY COMMONLY KNOWN AS
21400, 21402, 21344, AND 21326 W IL ROUTE 60**

WHEREAS, pursuant to 65 ILCS 5/7-1-8, Dabjab, LLCC., Hope Beelow, and Duane A. Beelow and Karen Beelow ("Owners"), filed a joint petition with the Village of Mundelein, an Illinois municipal corporation located in Lake County, Illinois, ("Village") to annex the properties commonly known as 21400, 21402, 21344, and 21326 W IL Route 60 ("Property") to the Village; and

WHEREAS, the Property, legally described in Section II of this Ordinance, is unincorporated and contiguous to the corporate limits of the Village; and

WHEREAS, it would be in the best interests of the Village to annex the Property; and

WHEREAS, legal notices regarding the intention of the Village to annex said Property have been sent to all public bodies required to receive such notice by State Statute; and

WHEREAS, the Village of Mundelein, Lake County, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the Village's home rule powers and functions as granted in the Constitution of the State of Illinois.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MUNDELEIN, COUNTY OF LAKE, STATE OF ILLINOIS, as follows:

Section 1: The foregoing recitals are, by this reference, fully incorporated into and made a part of this Ordinance.

Section 2: The Property, legally described as follows, is hereby annexed to the Village of Mundelein:

PIN: 10-15-401-001

LOT 2 IN BEELOW SUBDIVISION; BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 15, TOWNSHIP 44 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED NOVEMBER 27, 2000 AS DOCUMENT 4613159, IN LAKE COUNTY, ILLINOIS.

PIN: 10-15-401-004

THAT PART OF LOT 1 IN BEELOW SUBDIVISION; BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 15, TOWNSHIP 44 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED NOVEMBER 27, 2000 AS DOCUMENT 4613159, LYING IN THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER SECTION 15, TOWNSHIP 44 NORTH, RANGE 10, IN LAKE COUNTY, ILLINOIS.

PIN: 10-15-401-005

LOT 1 IN BEELOW SUBDIVISION; BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 15, TOWNSHIP 44 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED NOVEMBER 27, 2000 AS DOCUMENT 4613159, EXCEPT THE EAST 657.78 FEET THEREOF AND EXCEPT THAT PART LYING IN THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER SECTION 15, TOWNSHIP 44 NORTH, RANGE 10, IN LAKE COUNTY, ILLINOIS.

PIN: 10-15-401-007

THE EAST 657.78 FEET OF THE NORTH HALF OF LOT 1 IN BEELOW SUBDIVISION; BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 15, TOWNSHIP 44 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED NOVEMBER 27, 2000 AS DOCUMENT 4613159, IN LAKE COUNTY, ILLINOIS.

PIN: 10-15-401-008

THE EAST 657.78 FEET OF THE SOUTH HALF OF LOT 1 IN BEELOW SUBDIVISION; BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 15, TOWNSHIP 44 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED NOVEMBER 27, 2000 AS DOCUMENT 4613159, IN LAKE COUNTY, ILLINOIS.

The Property being collectively described as follows:

LOTS 1 AND 2 IN BEELOW SUBDIVISION; BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 15, TOWNSHIP 44 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED NOVEMBER 27, 2000 AS DOCUMENT 4613159, ALSO ALL THAT PART OF ILLINOIS ROUTE 60, LYING SOUTHERLY OF AND ADJACENT THERETO, NOT PREVIOUSLY ANNEXED, IN LAKE COUNTY, ILLINOIS.

Section 3: The Village Clerk is hereby directed to record in the Office of the Recorder and to file in the Office of the County Clerk of Lake County, Illinois, and the post office serving the territory within 30 days of the effective date of this ordinance a certified copy of this Ordinance, together with an accurate map of the property hereby annexed, said map being attached hereto, made a part hereof and identified as **Exhibit A**.

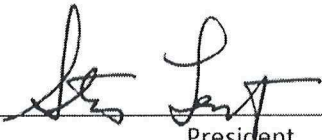
Section 4: If any section, paragraph, subdivision, clause, sentence, or provision of this Ordinance shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

Section 5: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 6: This Ordinance shall be in full force and effect upon its passage, approval, and publication in pamphlet form (which publication is hereby authorized) as provided by law.

ADOPTED this 14th day of February, 2022 by a roll call vote as follows:

RESULT: CARRIED [UNANIMOUS]
MOVER: Erich Schwenk, Trustee
SECONDER: Kara Lambert, Trustee
AYES: Wilson, Cabachuela, Ross, Lambert, Schwenk
ABSENT / NOT VOTING: Russell



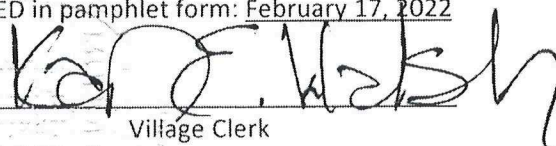
President

ADOPTED: February 14, 2022

APPROVED: February 14, 2022

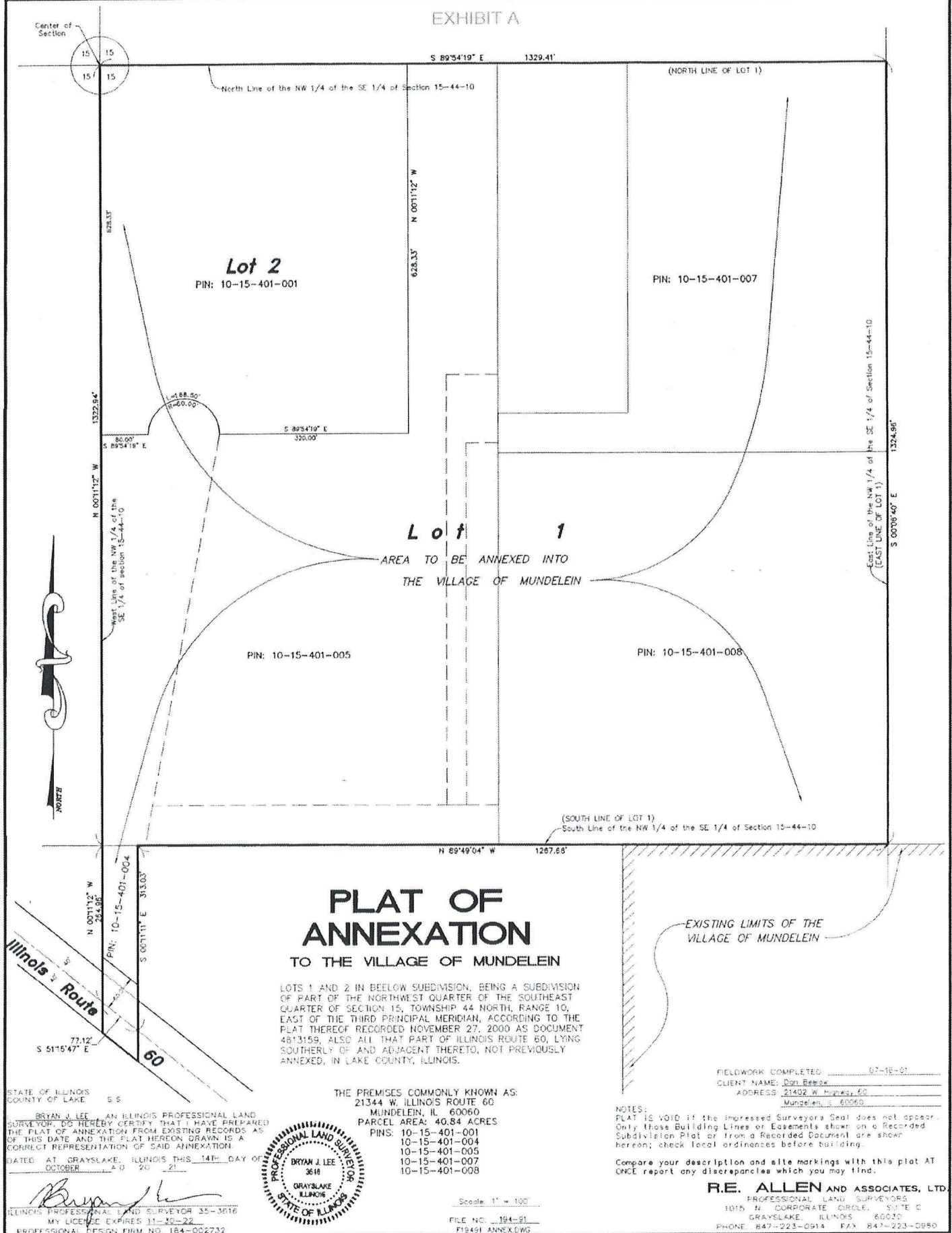
PUBLISHED in pamphlet form: February 17, 2022

ATTEST:

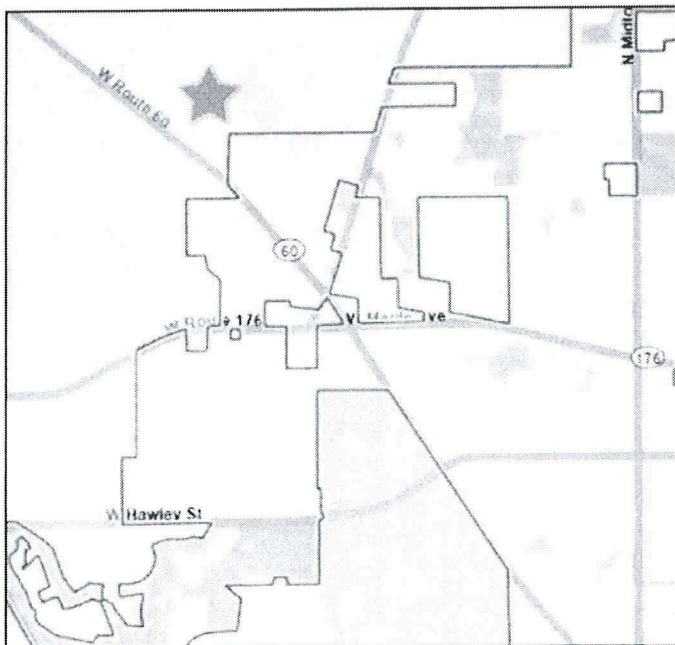
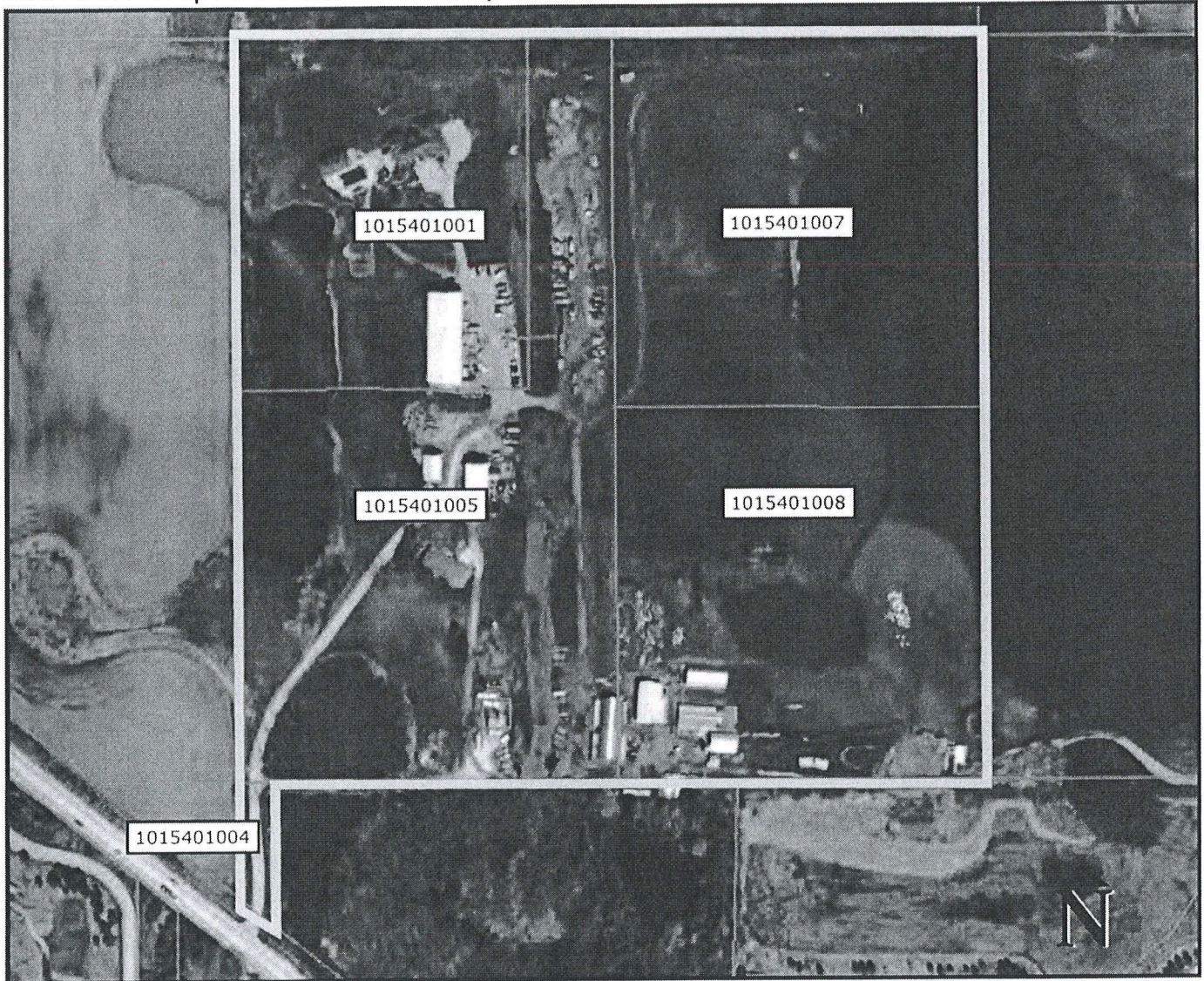


Village Clerk


EXHIBIT A



Location Map: Beelow PUD Properties



Legend

 Subject Property

VILLAGE OF
Mundelein
Community Development

EXHIBIT B

LEGAL DESCRIPTION

Lot 1 and Lot 2 in Beelow Subdivision; being a subdivision of part of the Northwest Quarter of the Southeast Quarter of Section 15, Township 44 North, Range 10, East of the Third Principal Meridian, according to the Plat thereof recorded November 27, 2000 as Document 4613159.

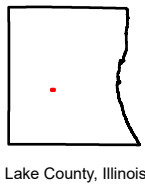
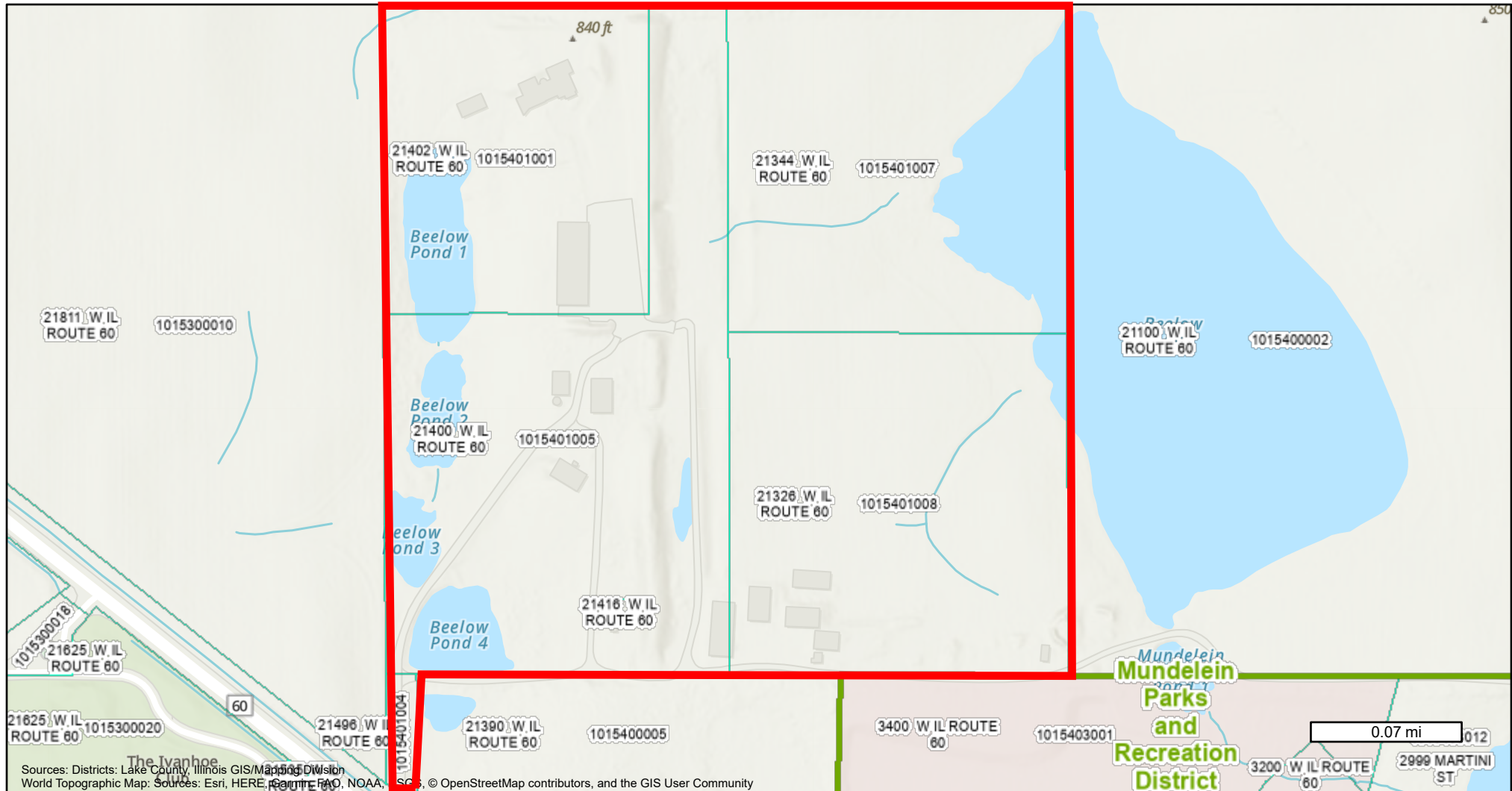
PIN: 10-15-401-001; 10-15-401-004; 10-15-401-005; 10-15-401-007; 10-15-401-008

EXHIBIT C

MAP OF ANNEXATION

[SEE ATTACHED]

Property to be Annexed to MPRD



Map Printed on 3/14/2022



- Park Districts
- PIN Labels
- Address Labels
- Tax Parcel Lines
- Tax Parcel Information

Disclaimer:

The selected feature may not occur anywhere in the current map extent. A Registered Land Surveyor should be consulted to determine the precise location of property boundaries on the ground. This map does not constitute a regulatory determination and is not a base for engineering design. This map is intended to be viewed and printed in color.



BOARD MEMORANDUM

May 9, 2022 Regular Board Meeting Agenda Item

To: Board of Commissioners
From: Ron Salski, Executive Director
Date: May 5, 2022
Subject: Approve of Ordinance 22-05-02-O – Annexing Certain Territory to the Mundelein Park & Recreation District (28.926 ac. Portion of 20200 W. Winchester Road, 30185 N. IL Route 83, and 20209 & 20139 W. Peterson Road)

Background

At the March 14 Committee of the Whole Meeting, the Board discussed various potential annexations. In particular, the attached property was discussed and best approach to annex this particular property. The Board agreed that a Commissioner and Executive Director should reach out to the property owner before any approval is presented to the Board of Commissioners.

Analysis/Considerations

Commissioner Knudson and Executive Director Salski had very good discussions with the property owner and can share the discussions at the meeting.

Recommendation

Executive Director Salski recommends approving of Ordinance 22-05-02-O – Annexing Certain Territory to the Mundelein Park & Recreation District (28.926 ac. Portion of 20200 W. Winchester Road, 30185 N. IL Route 83, and 20209 & 20139 W. Peterson Road).

Action and Motion Requested

Move to approve of Ordinance 22-05-02-O – Annexing Certain Territory to the Mundelein Park & Recreation District (28.926 ac. Portion of 20200 W. Winchester Road, 30185 N. IL Route 83, and 20209 & 20139 W. Peterson Road).

*Prepared By and
After recording, return to:*

Adam B. Simon
Ancel Glink, P.C.
175 E. Hawthorn Pkwy, Suite 145
Vernon Hills, Illinois 60061

This space reserved for Recorder's use only.

ORDINANCE NO. 22-05-02-O

**AN ORDINANCE ANNEXING
CERTAIN TERRITORY TO THE
MUNDELEIN PARK AND RECREATION DISTRICT
(28.926 ac. portion of 20200 W. Winchester Road,
30185 N. IL Route 83, and 20209 & 20139 W. Peterson Road)**

WHEREAS, the President and Board of Trustees of the Village of Mundelein, in Ordinance No. 21-04-30, passed April 27, 2021, and attached hereto as Exhibit A, annexed certain property legally described herein (the "Territory");

WHEREAS, said Territory is not within the corporate limits of any park district, comprises less than 120 acres, and is contiguous to the Mundelein Park and Recreation District (the "Park District");

WHEREAS, the Park District is authorized to annex additional property within an otherwise coterminous municipality according to Section 3-10 of the Illinois Park District Code, 70 ILCS 1205/3-10;

WHEREAS, it is in the best interest of the Mundelein Park and Recreation District that said Territory be annexed;

NOW THEREFORE, BE IT ORDAINED by the Board of Park Commissioners of the Mundelein Park and Recreation District, Lake County, Illinois, as follows:

SECTION 1: That the Territory, legally described in Exhibit B, is hereby annexed to the Mundelein Park and Recreation District.

SECTION 2: That the Secretary of the Mundelein Park and Recreation District is hereby directed to record in the Office of the Recorder of Deeds of Lake County, Illinois, and to file in the office of the County Clerk of Lake County, Illinois, being the County in which the Property is situated, a certified copy of this Ordinance, together with an accurate map of the Property hereby annexed, said map being attached hereto and made a part hereof, and labeled Exhibit C.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage and approval and when a certified copy thereof, together with an accurate map is recorded in the Office of the Recorder of Deeds of Lake County and filed in the office of the County Clerk of Lake County; and thereupon, said territory shall be subject to the jurisdiction of the Mundelein Park and Recreation District.

PASSED this _____ Day of _____, 2022.

AYES:

NAYS:

ABSENT:

ABSTAIN:

PRESIDENT

ATTEST:

SECRETARY

EXHIBIT A

**VILLAGE OF MUNDELEIN
LAKE COUNTY, ILLINOIS**

ORDINANCE NO. 21-04-30

**AN ORDINANCE ANNEXING AND APPROVING HABDAB, LLC'S PETITION FOR
ANNEXATION FOR PORTIONS (28.926 ACRES) OF 20200 W WINCHESTER ROAD,
30185 N IL ROUTE 83, 20209 W PETERSON ROAD, AND 20139 W PETERSON ROAD,
THE HABDAB, LLC PROPERTY**

[SEE ATTACHED]

STATE OF ILLINOIS)
)
COUNTY OF LAKE)


Image# 060821740006 Type: ANX
Recorded: 05/11/2021 at 02:35:15 PM
Receipt#: 2021-00045504
Page 1 of 6
Fees: \$62.00
Lake County IL Recorder
Mary Ellen Vanderventer Recorder
File **7786672**

CERTIFICATE

I, Sol C. Cabachuela, certify that I am the duly elected Municipal Clerk for the Village of Mundelein, Lake County, Illinois.

I further certify that on April 27, 2021 the Corporate Authorities of such Village passed and approved

Ordinance No. 21-04-30

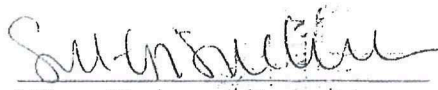
which is entitled

AN ORDINANCE ANNEXING AND APPROVING HABDAB, LLC'S PETITION FOR ANNEXATION FOR PORTIONS (28.926 ACRES) OF 20200 W WINCHESTER ROAD, 30185 N IL ROUTE 83, 20209 W PETERSON ROAD, AND 20139 W PETERSON ROAD, THE HABDAB, LLC PROPERTY

The pamphlet form of said Ordinance, including the Ordinance and a cover sheet thereof was prepared and a copy of such Ordinance was posted in the Village Hall commencing on April 29, 2021 and was posted for at least ten days thereafter.

Copies of such Ordinance are available for public inspection upon request in the Customer Service Office.

Dated at Mundelein, Illinois this 29th day of April 2021.


Village Clerk

After Recording Return To:
Community Development
Village of Mundelein
300 Plaza Circle
Mundelein, IL 60060

4
+ 1 pte

ORDINANCE NO. 21-04-30

**AN ORDINANCE ANNEXING AND APPROVING HABDAB, LLC'S PETITION FOR
ANNEXATION FOR PORTIONS (28.926 ACRES) OF 20200 W WINCHESTER ROAD, 30185 N IL
ROUTE 83, 20209 W PETERSON ROAD, AND 20139 W PETERSON ROAD, THE HABDAB, LLC
PROPERTY**

Published in pamphlet form by the authority
of the President and Board of Trustees
of the Village of Mundelein, Illinois

Date of Publication: 4/29/21

ORDINANCE NO. 21-04-30

AN ORDINANCE ANNEXING AND APPROVING HABDAB, LLC'S PETITION FOR ANNEXATION FOR PORTIONS (28.926 ACRES) OF 20200 W WINCHESTER ROAD, 30185 N IL ROUTE 83, 20209 W PETERSON ROAD, AND 20139 W PETERSON ROAD, THE HABDAB, LLC PROPERTY

WHEREAS, pursuant to 65 ILCS 5/7-1-8, HABDAB, LLCC. ("Owner"), filed a petition with the Village of Mundelein, an Illinois municipal corporation located in Lake County, Illinois, ("Village") to annex the 28.926-acre property commonly known as portions of 20200 West Winchester Road, 30185 North IL Route 83, 20209 West Peterson Road, and 20139 West Peterson Road ("West Parcel Property") to the Village; and

WHEREAS, the Property, legally described in Section III of this Ordinance, is unincorporated and contiguous to the corporate limits of the Village; and

WHEREAS, it would be in the best interests of the Village to annex the Property; and

WHEREAS, the Village of Mundelein, Lake County, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the Village's home rule powers and functions as granted in the Constitution of the State of Illinois.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MUNDELEIN, COUNTY OF LAKE, STATE OF ILLINOIS, as follows:

SECTION I: The foregoing recitals are, by this reference, fully incorporated into and made a part of this Ordinance.

SECTION II: The Village hereby approves the Petition for Annexation dated February 26, 2021, received by the Village on February 26, 2021 and filed with the Village Clerk.

SECTION III: The Property, legally described as follows, and depicted on **Exhibit A**, Plat of Annexation, is hereby annexed to the Village of Mundelein and zoned R-1 Single-Family Residential pursuant to the Mundelein Zoning Ordinance:

WEST PARCEL: (28.926 Acres)

THE EAST 726.68 FEET OF THE SOUTHEAST QUARTER OF SECTION 11, TOWNSHIP 44 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING NORTHERLY OF THE CENTERLINE OF WINCHESTER ROAD, ALSO ALL THAT PART OF WINCHESTER ROAD LYING SOUTHERLY OF AND ADJACENT THERETO NOT PREVIOUSLY ANNEXED, (EXCEPTING OUT THE NORTH 626.54 FEET THEREOF AND EXCEPTING THE EAST 25 FEET OF THE NORTH 1,207.52 FEET, LYING SOUTH OF THE SOUTH LINE OF THE NORTH 626.53 FEET THEREOF), IN LAKE COUNTY, ILLINOIS, assigned PINs 10-11-400-035, 10-11-400-030, 10-11-400-029, 10-11-400-044.

SECTION IV: Within 90 days and pursuant to 65 ILCS 5/7-1-40, the Village Clerk shall file a certified copy of this Ordinance with an accurate map of the annexed Property with the Lake County, Illinois Recorder of Deeds.

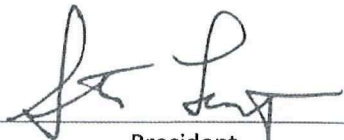
SECTION V: All requirements in the Mundelein Zoning Ordinance, as would be required of any owner of property zoned in the same manner as the Subject Property, shall be complied with, except as otherwise provided in this Ordinance, or other ordinances approved by the Mayor and Board of Trustees with respect to the Property.

SECTION VI: If any section, paragraph, subdivision, clause, sentence, or provision of this Ordinance shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION VII: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION VIII: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

ADOPTED this 26th day of April, 2021, by a roll call vote as follows:



President

ADOPTED: April 26, 2021

APPROVED: April 26, 2021

PUBLISHED in pamphlet form: April 29, 2021

ATTEST: 
Village Clerk

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Kerston Russell, Trustee
SECONDER:	Ray Semple, Trustee
AYES:	Abernathy, Lambert, Meier, Russell, Schwenk, Semple

DOC 7786672 5/11/2021 181

PLAT OF ANNEXATION

TO THE VILLAGE OF MUNDELEIN

THE EAST 726.68 FEET OF THE SOUTHEAST QUARTER OF SECTION 11, TOWNSHIP 44 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING NORTHEAST OF THE CENTERLINE OF WINCHESTER ROAD, ALSO ALL THAT PART OF WINCHESTER ROAD LYING SOUTHERLY OF AND ADJACENT THEREON NOT PREVIOUSLY ANNEXED, EXCLUDING OUT THE NORTH 625.54 FEET THEREOF AND EXCEPTING THE 1,207.52 FEET OF THE NORTH 1,207.52 FEET LYING SOUTH OF THE SOUTH LINE OF THE NORTH 625.54 FEET THEREOF, IN LAKE COUNTY, ILLINOIS.

Image# 060821740006 Type: ANX
Recorded: 05/11/2021 at 02:35:15 PM
Receipt#: 2021-00045504
Page 1 of 6
Fees: \$62.00
Lake County IL Recorder
Mary Ellen Vanderventer Recorder
File 7786672

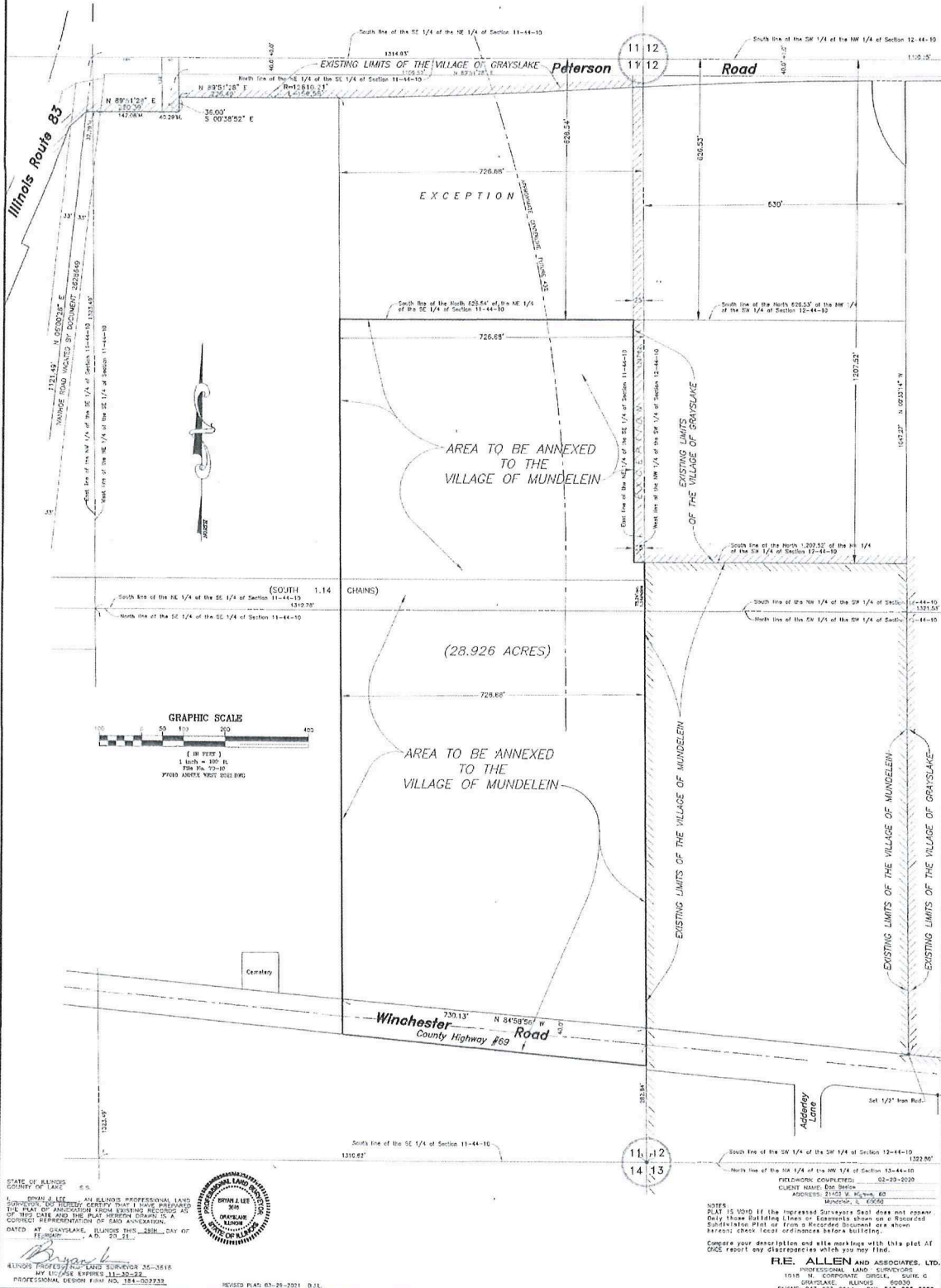


EXHIBIT B

LEGAL DESCRIPTION

THE EAST 726.68 FEET OF THE SOUTHEAST QUARTER OF SECTION 11, TOWNSHIP 44 NORTH, RANGE .10, EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING NORTHERLY OF THE CENTERLINE OF WINCHESTER ROAD, ALSO ALL THAT PART OF WINCHESTER ROAD LYING SOUTHERLY OF AND ADJACENT THERETO NOT PREVIOUSLY ANNEXED, (EXCEPTING OUT THE NORTH 626.54 FEET THEREOF AND EXCEPTING THE EAST 25 FEET OF THE NORTH 1,207.52 FEET, LYING SOUTH OF THE SOUTH LINE OF THE NORTH 626.53 FEET THEREOF), IN LAKE COUNTY, ILLINOIS.

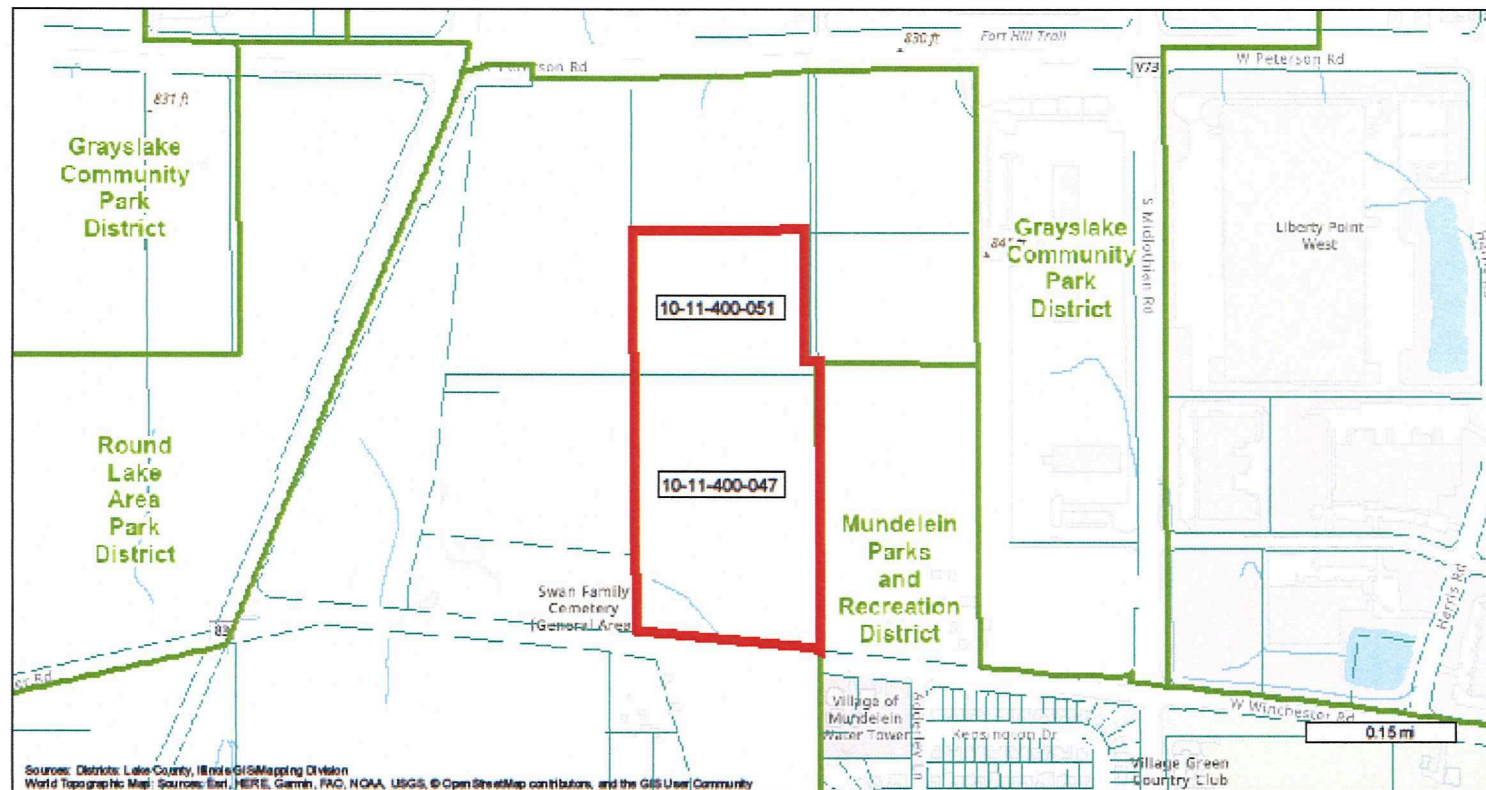
PIN: 10-11-400-051 and 10-11-400-047


EXHIBIT C

MAP OF ANNEXATION


[SEE ATTACHED]

Territory to be Annexed to MPRD






Lake County, Illinois



Map Printed on 3/21/2022

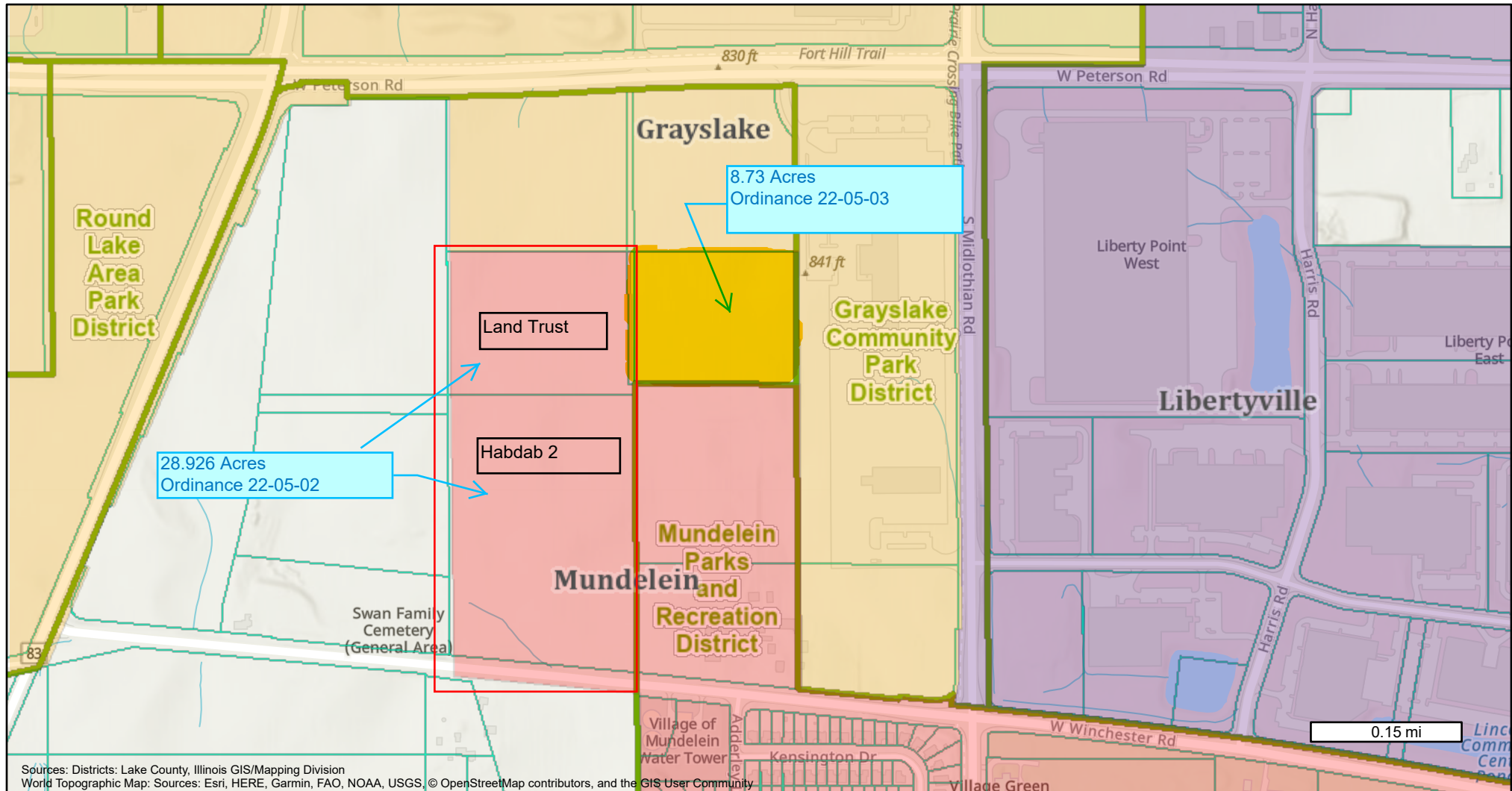


■ Park Districts

□ Tax Parcel Lines

Disclaimer: The selected feature may not occur anywhere in the current map extent. A Registered Land Surveyor should be consulted to determine the precise location of property boundaries on the ground. This map does not constitute a regulatory determination and is not a base for engineering design. This map is intended to be viewed and printed in color.

Annexation Boundaries - Ordinance 22-05-02-O & 22-05-03-O



Lake County, Illinois



Map Printed on 3/14/2022



Municipalities

NAME

City of Park City	Village of Barrington	Village of Fox Lake	Village of Hawthorn Woods	Village of Lake Villa	Village of Long Grove	Village of Palatine	Village of Round Lake Park	Village of Wauconda
City of Waukegan	Village of Barrington Hills	Village of Fox River Grove	Village of Indian Creek	Village of Lake Zurich	Village of Mettawa	Village of Port Barrington	Village of Third Lake	Village of Wheeling
City of Highland Park	Village of Beach Park	Village of Grayslake	Village of Island Lake	Village of Lakemoor	Village of Mundelein	Village of Riverwoods	Village of Tower Lakes	Village of Winthrop Harbor
City of Highwood	Village of Buffalo Grove	Village of Green Oaks	Village of Kildeer	Village of Libertyville	Village of North Barrington	Village of Round Lake	Village of Vernon Hills	Village of Winthrop Harbor
City of Lake Forest	Village of Deer Park	Village of Gurnee	Village of Lake Barrington	Village of Lincolnshire	Village of Northbrook	Village of Round Lake Beach	Village of Volo	Village of Wadsworth
City of North Chicago	Village of Deerfield	Village of Hainesville	Village of Lake Bluff	Village of Lindenhurst	Village of Old Mill Creek	Village of Round Lake Heights	Village of Wadsworth	

Disclaimer:

The selected feature may not occur anywhere in the current map extent. A Registered Land Surveyor should be consulted to determine the precise location of property boundaries on the ground. This map does not constitute a regulatory determination and is not a base for engineering design. This map is intended to be viewed and printed in color.



BOARD MEMORANDUM

May 9, 2022 Regular Board Meeting Agenda Item

To: Board of Commissioners
From: Ron Salski, Executive Director
Date: May 5, 2022
Subject: Approve of Ordinance 22-05-03-O – Annexing Certain Territory to the Mundelein Park & Recreation District (8.73 ac. Portion of 20200 W. Winchester Road, 30185 N. IL Route 83, and 20209 & 20139 W. Peterson Road)

Background

At the March 14 Committee of the Whole Meeting, the Board discussed various potential annexations. In particular, the attached property was discussed and best approach to annex this particular property. The Board agreed that a Commissioner and Executive Director should reach out to the property owner before any approval is presented to the Board of Commissioners.

Analysis/Considerations

Commissioner Knudson and Executive Director Salski had very good discussions with the property owner and can share the discussions at the meeting.

Recommendation

Executive Director Salski recommends approving of Ordinance 22-05-03-O – Annexing Certain Territory to the Mundelein Park & Recreation District (8.73 ac. Portion of 20200 W. Winchester Road, 30185 N. IL Route 83, and 20209 & 20139 W. Peterson Road).

Action and Motion Requested

Move to approve of Ordinance 22-05-03-O – Annexing Certain Territory to the Mundelein Park & Recreation District (8.73 ac. Portion of 20200 W. Winchester Road, 30185 N. IL Route 83, and 20209 & 20139 W. Peterson Road).

*Prepared By and
After recording, return to:*

Adam B. Simon
Ancel Glink, P.C.
175 E. Hawthorn Pkwy, Suite 145
Vernon Hills, Illinois 60061

This space reserved for Recorder's use only.

ORDINANCE NO. 22-05-03-O

**AN ORDINANCE ANNEXING
CERTAIN TERRITORY TO THE
MUNDELEIN PARK AND RECREATION DISTRICT
(8.73 ac. portion of 20200 W. Winchester Road,
30185 N. IL Route 83, and 20209 & 20139 W. Peterson Road)**

WHEREAS, the President and Board of Trustees of the Village of Mundelein, in Ordinance No. 22-02-08, passed February 14, 2022, and attached hereto as Exhibit A, annexed certain property legally described herein (the "Territory");

WHEREAS, said Territory is not within the corporate limits of any park district, comprises less than 120 acres, and is contiguous to the Mundelein Park and Recreation District (the "Park District");

WHEREAS, the Park District is authorized to annex additional property within an otherwise coterminous municipality according to Section 3-10 of the Illinois Park District Code, 70 ILCS 1205/3-10;

WHEREAS, it is in the best interest of the Mundelein Park and Recreation District that said Territory be annexed;

NOW THEREFORE, BE IT ORDAINED by the Board of Park Commissioners of the Mundelein Park and Recreation District, Lake County, Illinois, as follows:

SECTION 1: That the Territory, legally described in Exhibit B, is hereby annexed to the Mundelein Park and Recreation District.

SECTION 2: That the Secretary of the Mundelein Park and Recreation District is hereby directed to record in the Office of the Recorder of Deeds of Lake County, Illinois, and to file in the office of the County Clerk of Lake County, Illinois, being the County in which the Property is situated, a certified copy of this Ordinance, together with an accurate map of the Property hereby annexed, said map being attached hereto and made a part hereof, and labeled Exhibit C.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage and approval and when a certified copy thereof, together with an accurate map is recorded in the Office of the Recorder of Deeds of Lake County and filed in the office of the County Clerk of Lake County; and thereupon, said territory shall be subject to the jurisdiction of the Mundelein Park and Recreation District.

PASSED this _____ Day of _____, 2022.

AYES:

NAYS:

ABSENT:

ABSTAIN:

PRESIDENT

ATTEST:

SECRETARY

EXHIBIT A

**VILLAGE OF MUNDELEIN
LAKE COUNTY, ILLINOIS**

ORDINANCE NO. 22-02-08

**AN ORDINANCE ANNEXING AND ZONING UPON ANNEXATION PORTIONS (8.73
ACRES) OF 20200 W WINCHESTER ROAD, P30185 N IL ROUTE 83, 20209 W
PETERSON ROAD, AND 20139 W PETERSON ROAD
THE HADBAB, LTC PROPERTY**

[SEE ATTACHED]

Prepared by and return after recording to:
Village of Mundelein
Community Development
300 Plaza Circle
Mundelein, IL 60060

STATE OF ILLINOIS)
)
COUNTY OF LAKE)

CERTIFICATE

I, Karen Walsh, certify that I am the duly elected Municipal Clerk for the Village of Mundelein, Lake County, Illinois.

I further certify that on February 14, 2022 the Corporate Authorities of such Village passed and approved

Ordinance No. 22-02-08


which is entitled

AN ORDINANCE ANNEXING AND ZONING UPON ANNEXATION PORTIONS (8.73 ACRES) OF
20200 W WINCHESTER ROAD, 30185 N IL ROUTE 83, 20209 W PETERSON ROAD, AND 20139
W PETERSON ROAD, THE HABDAB, LLC PROPERTY

The pamphlet form of said Ordinance, including the Ordinance and a cover sheet thereof was prepared and a copy of such Ordinance was posted in the Village Hall commencing on February 17, 2022 and was posted for at least ten days thereafter.

Copies of such Ordinance are available for public inspection upon request in the Customer Service Office.

Dated at Mundelein, Illinois this 17th day of February 2022.


Village Clerk

ORDINANCE NO. 22-02-08

AN ORDINANCE ANNEXING AND ZONING UPON ANNEXATION PORTIONS (8.73 ACRES) OF 20200 W WINCHESTER ROAD, 30185 N IL ROUTE 83, 20209 W PETERSON ROAD, AND 20139 W PETERSON ROAD, THE HABDAB, LLC PROPERTY

Published in pamphlet form by the authority
of the President and Board of Trustees
of the Village of Mundelein, Illinois

Date of Publication: 2/17/22

ORDINANCE NO. 22-02-08

AN ORDINANCE ANNEXING AND ZONING UPON ANNEXATION PORTIONS (8.73 ACRES) OF 20200 W WINCHESTER ROAD, 30185 N IL ROUTE 83, 20209 W PETERSON ROAD, AND 20139 W PETERSON ROAD, THE HABDAB, LLC PROPERTY

WHEREAS, pursuant to 65 ILCS 5/7-1-8, HABDAB, LLC ("Owner"), filed a petition with the Village of Mundelein, an Illinois municipal corporation located in Lake County, Illinois, ("Village") to annex the 8.73-acre property commonly known as portions of 20200 W Winchester Road, 30185 N IL Route 83, 20209 W Peterson Road, and 20139 W Peterson Road ("Northeast Parcel Property") to the Village; and

WHEREAS, on September 7, 2021, the Village of Grayslake adopted Ordinance No. 2021-0-22, an Ordinance Disconnecting the Property from the Village of Grayslake, and recorded said ordinance with the Lake County, Illinois Recorder's Office on September 24, 2021 as document number 7829003; and

WHEREAS, the Property, legally described in Section III of this Ordinance, is unincorporated and contiguous to the corporate limits of the Village; and

WHEREAS pursuant to Section 20.24.040 of the Village's Zoning Ordinance, upon annexation the Northeast Parcel Property will automatically be classified in R-1 Single-Family Residential Zoning District; and

WHEREAS, annexation of the Northeast Parcel Property will be in furtherance of and consistent with the terms of the Second Amendment to Annexation Agreement between the Village and Habdab, LLC, dated April 26, 2021 and recorded on May 11, 2021 as Document Number 7786673 ("Second Amendment"); and

WHEREAS, it would be in the best interests of the Village to annex and zone the Northeast Parcel Property; and

WHEREAS, the Village of Mundelein, Lake County, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the Village's home rule powers and functions as granted in the Constitution of the State of Illinois.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MUNDELEIN, COUNTY OF LAKE, STATE OF ILLINOIS, as follows:

Section 1: The foregoing recitals are, by this reference, fully incorporated into and made a part of this Ordinance.

Section 2: The Property, legally described as follows, and depicted on **Exhibit A**, Plat of Annexation, is hereby annexed to the Village of Mundelein and zoned R-1 Single-Family Residential Zoning District pursuant to the Mundelein Zoning Ordinance:

NORTHEAST PARCEL: (8.73 ACRES)

THE EAST 25 FEET OF THE NORTH 1207.52 FEET OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 11 (EXCEPTING OUT THE NORTH 625.54 FEET THEREOF) AND THE WEST 630 FEET OF THE NORTH 1207.52 FEET OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 12 (EXCEPTING OUT THE NORTH 626.53 FEET THEREOF PREVIOUSLY ANNEXED), ALL IN TOWNSHIP 44 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN LAKE COUNTY, ILLINOIS, BEING A PORTION OF PIN 10-12-300-042 AND PIN 10-11-400-045.

Section 3: The Village Clerk is hereby directed to record in the Office of the Recorder and to file in the Office of the County Clerk of Lake County, Illinois, and the post office serving the territory within 30 days of the effective date of this ordinance a certified copy of this Ordinance, together with an accurate map of the property hereby annexed, said map being attached hereto, made a part hereof and identified as Exhibit A.

Section 4: All requirements in the Mundelein Zoning Ordinance, as would be required of any owner of property zoned in the same manner as the Northeast Parcel Property, shall be complied with, except as otherwise provided in this Ordinance, the Second Amendment or other ordinances approved by the Mayor and Board of Trustees with respect to the Northeast Parcel Property.

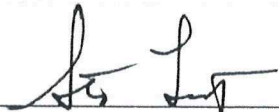
Section 5: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

Section 6: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 7: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

ADOPTED this 14th day of February, 2022 by a roll call vote as follows:

RESULT: CARRIED [UNANIMOUS]
MOVER: Erich Schwenk, Trustee
SECONDER: Kara Lambert, Trustee
AYES: Wilson, Cabachuela, Ross, Lambert, Schwenk
ABSENT / NOT VOTING: Russell



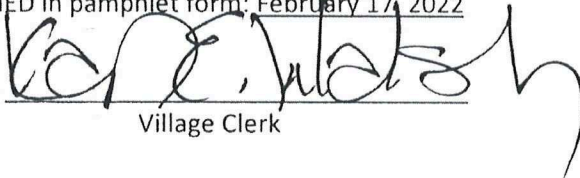
President

ADOPTED: February 14, 2022

APPROVED: February 14, 2022

PUBLISHED in pamphlet form: February 17, 2022

ATTEST:



Village Clerk

PLAT OF ANNEXATION

THE EAST 25 FEET OF THE NORTH 1207.52 FEET OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 11 (EXCEPTING OUT THE NORTH 626.54 FEET THEREOF) AND THE WEST 0.50 FEET OF THE NORTH 1207.52 FEET OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 12 (EXCEPTING OUT THE NORTH 626.53 FEET THEREOF PREVIOUSLY AMHEXED). ALL IN TOWNSHIP 44 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN LAKE COUNTY, ILLINOIS.

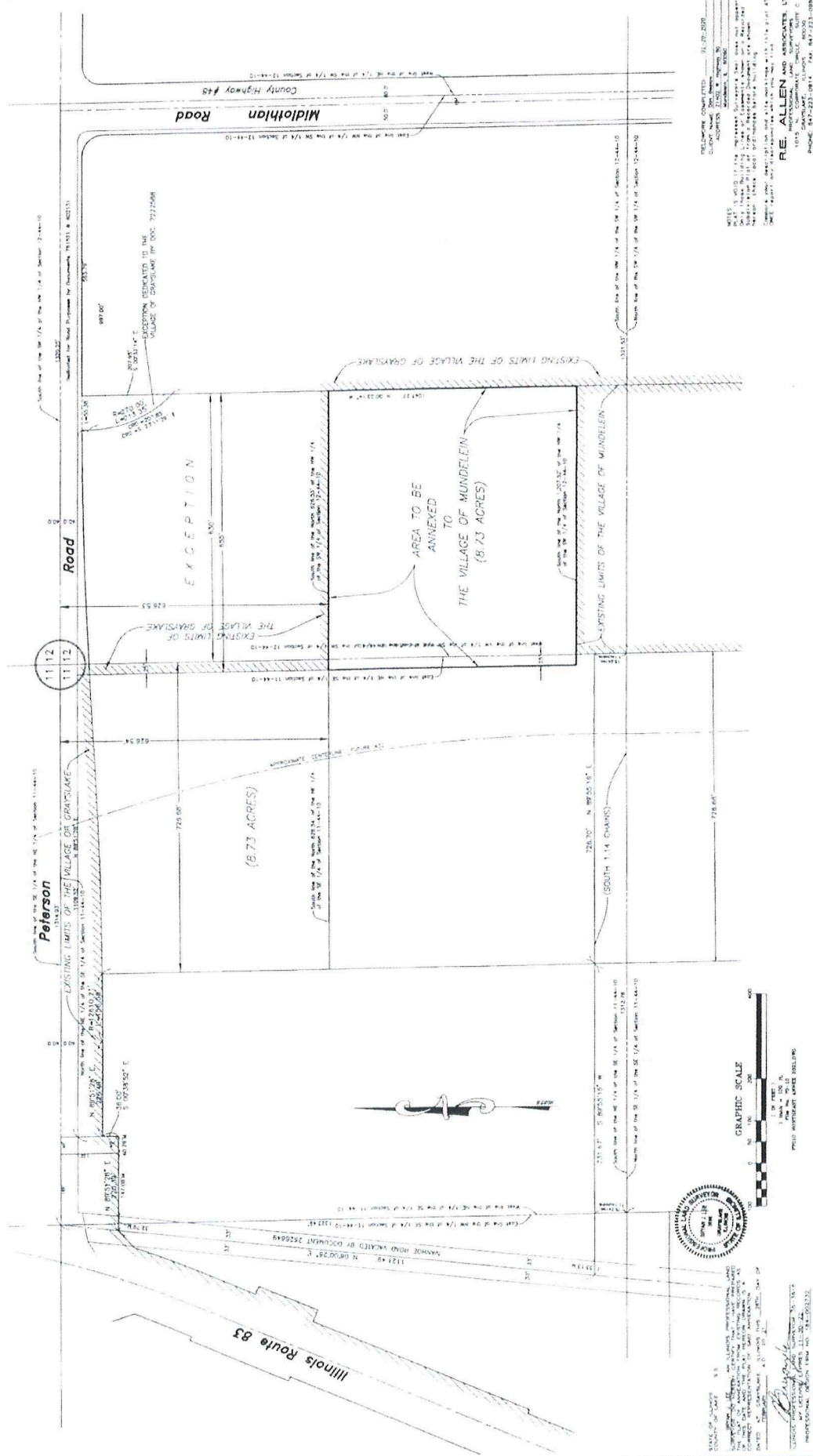


EXHIBIT B

LEGAL DESCRIPTION

THE EAST 25 FEET OF THE NORTH 1207.52 FEET OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 11, (EXCEPTING OUT THE NORTH 625.54 FEET THEREOF) AND THE WEST 630 FEET OF THE NORTH 1207.52 FEET OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 12 (EXCEPTING OUT THE NORTH 626.53 FEET THEREOF PREVIOUSLY ANNEXED), ALL IN TOWNSHIP 44 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN LAKE COUNTY, ILLINOIS.

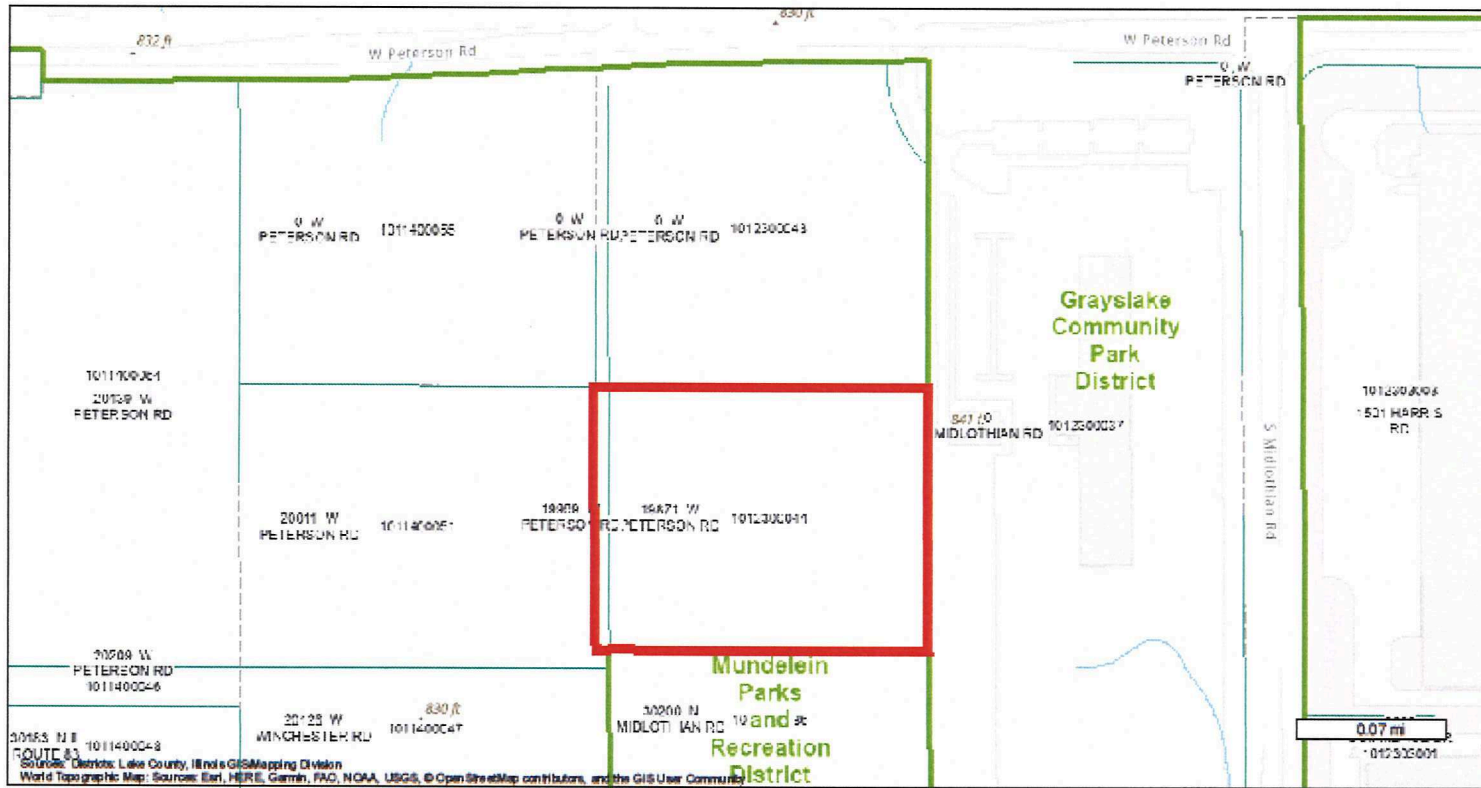
PIN: 10-12-300-044 and 10-11-400-053

EXHIBIT C

MAP OF ANNEXATION

[SEE ATTACHED]

Property to be Annexed to MPRD

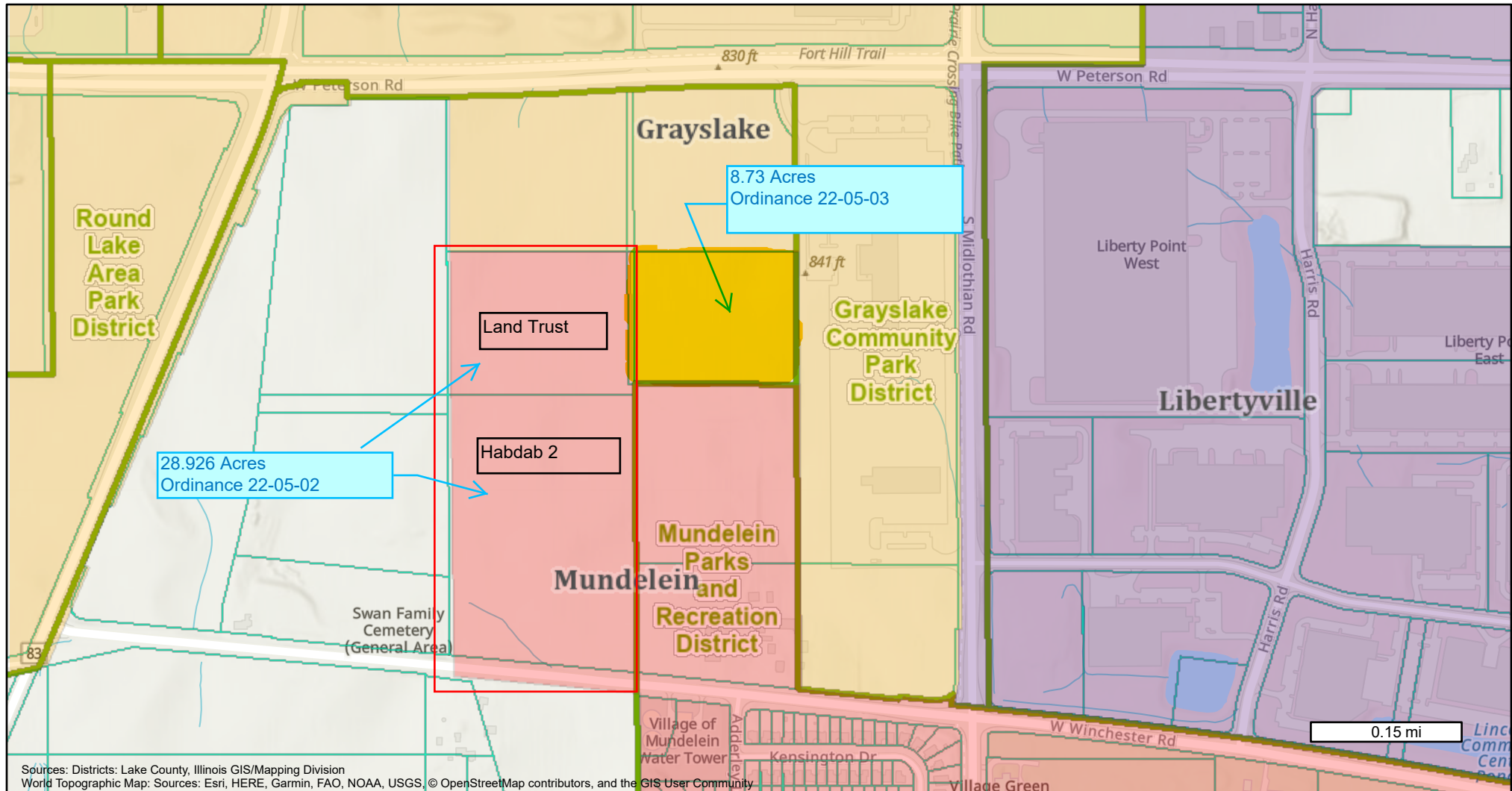


- ☒ Park Districts
 - PIN Labels
 - Address Labels
- ☐ Tax Parcel Lines
 - Tax Parcel Information

Disclaimer:

The selected feature may not occur anywhere in the current map extent. A Registered Land Surveyor should be consulted to determine the precise location of property boundaries on the ground. This map does not constitute a regulatory determination and is not a base for engineering design. This map is intended to be viewed and printed in color.

Annexation Boundaries - Ordinance 22-05-02-O & 22-05-03-O



Lake County, Illinois



Map Printed on 3/14/2022



Municipalities

NAME

City of Park City	Village of Barrington	Village of Fox Lake	Village of Hawthorn Woods	Village of Lake Villa	Village of Long Grove	Village of Palatine	Village of Round Lake Park	Village of Wauconda
City of Waukegan	Village of Barrington Hills	Village of Fox River Grove	Village of Indian Creek	Village of Lake Zurich	Village of Mettawa	Village of Port Barrington	Village of Third Lake	Village of Wheeling
City of Highland Park	Village of Beach Park	Village of Grayslake	Village of Island Lake	Village of Lakemoor	Village of Mundelein	Village of Riverwoods	Village of Tower Lakes	Village of Winthrop Harbor
City of Antioch	Village of Buffalo Grove	Village of Green Oaks	Village of Kildeer	Village of Libertyville	Village of North Barrington	Village of Round Lake	Village of Vernon Hills	Village of Winthrop Harbor
City of Arlington Heights	Village of Deer Park	Village of Gurnee	Village of Lake Barrington	Village of Lincolnshire	Village of Northbrook	Village of Round Lake Beach	Village of Volo	Village of Winthrop Harbor
City of North Chicago	Village of Deerfield	Village of Hainesville	Village of Lake Bluff	Village of Lindenhurst	Village of Old Mill Creek	Village of Round Lake Heights	Village of Wadsworth	Village of Winthrop Harbor

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