



REGULAR SCHEDULED MEETING
October 19, 2020
7:00 p.m.

AGENDA

Call to Order

Roll Call

Hearing of Guests – Red Ribbon Week Resolution

Reading of Minutes: Regular Scheduled Meeting – September 21, 2020
Capital Improvement Planning Meeting – October 14, 2020

Claims and Accounts

Treasurer's Report and Superintendent of Finance Report

Approval of the Agenda

CORRESPONDENCE

OLD BUSINESS

Red Ribbon Week Resolution

Ground Water Monitoring Wells (Esping and Jaycee Park)

Sunset Parking Lot Update

COMMUNICATIONS

STAFF REPORTS

Superintendent of Parks and Properties

Superintendent of Recreation

NEW BUSINESS

FVSRA Member Contribution Request

Tax Levy Ordinance #2020-07 (1st draft)

IAPD Credentials Certificate

Policy Manual Update: Financial Procedures Policy Manual, Investment Policy, Job Descriptions

EXECUTIVE SESSION

Land Acquisition – (5ILCS 120/2 (c) (5)) – *Not Anticipated*

Personnel- (5ILCS 120/2 (c) (1)) –

Litigation – (5ILCS 120/2 © (11)) – *Not Anticipated*

ADJOURN

GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
September 21, 2020
7:00 p.m.

CALL TO ORDER

President VanderVeen called the meeting to order at 7:02 p.m.

ROLL CALL

President VanderVeen called for the roll. Commissioner Cullen, Vice President Frankenthal (via telephone), Commissioner Lenski, Commissioner Moffat and President VanderVeen answered present.

Staff members present were Executive Director Sheavoun Lambillotte, Administrative Assistant Brynn Pattermann, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Jerry Culp, Supt. of Finance & Personnel Christy Powell, Recreation Supervisor Kelly Wales and Manager of Peck Farm Park Christine Shiel.

Guests: Monika Adamski from Lauterbach & Amen, LLP.

Press: None

HEARING OF GUESTS

Supt. of Recreation Nicole Vickers introduced Christine Shiel as the new Manager of Peck Farm Park. Ms. Vickers shared that in the short amount of time here, Christine has shown creativity and passion for her work. Christine Shiel thanked Ms. Vickers and noted staff has been extremely helpful and welcoming and that she looks forward to working here.

READING OF MINUTES

Commissioner Lenski made a motion to approve the Regular Scheduled Meeting Minutes of August 17, 2020 as presented. Commissioner Moffat seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Moffat made a motion to approve the claims and accounts as presented. Commissioner Lenski seconded. All ayes. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance & Personnel Powell reviewed the August financial reports. We are 33% through the fiscal year with revenue and expenses. The District received the 2nd installment of Real Estate taxes in September. Included were financial projections through the end of the fiscal year. The projections use year-to-date financial results through August 31 and estimates the remaining 8 months of the year. Based on current registration and fitness numbers we anticipate registrations to be down approximately 50% and fitness center revenues to be down approximately 25%. The current projections show that despite being sharply down in the recreation fund that when combined with the General Fund we should have a net surplus available for the FY21 audit transfer to the CIP of approximately \$750,000 whereas an audit transfer of \$1.4M was budgeted in the CIP. Staff will discuss potential projects to defer to make up the shortfall at the upcoming Capital Planning Meeting. The District received its second quarter unemployment benefit statement totaling \$47,000. The District received word from Unemployment Consultants that because all amounts were COVID-19 related, the District does not owe any money. The Federal Government is paying 50% and the State of Illinois is paying the other 50% of COVID-19 related charges. Mrs. Powell added that the District is applying for grant money through the Kane County Cares Act IGA and also through FEMA to recover some of the COVID related costs. Commissioner Moffat made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Lenski seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

Commissioner Moffat made a motion to approve the agenda with the exception of moving the Audit FY 2019-2020 under New Business to be discussed before Correspondence. Commissioner Lenski seconded. All ayes. Motion carried.

AUDIT FY 2019-2020

Monika Adamski from Lauterbach & Amen, LLP was present and reviewed the FY 2019-20 Audit Report. She noted that due to COVID-19, the audit was entirely remote. Ms. Adamski pointed out that the District received another Certificate of Achievement Award this year and noted that the District also received an unmodified opinion which is the highest opinion that Lauterbach & Amen can give. This year there was no need for a Management Letter. The audit presents the financial position and operational results of the District. The income statement was reviewed and discussed. Ms. Adamski highlighted the Management's Discussion and Analysis for the year ending April 30, 2020 and reviewed various pages in the report. Commissioner Moffat made a motion to approve the Geneva Park District Comprehensive Annual Financial Report for the Fiscal Period ending April 30, 2020 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

CORRESPONDENCE

Executive Director Lambillotte shared that correspondence was included electronically again this month. The correspondence included emails thanking staff for their dedicated work during these times, letters from our Senators in response to the COVID-19 pandemic and the Cares Act and also articles about the upcoming Hustle S'more 5K race and the pools.

OLD BUSINESS

SUNSET COMMUNITY CENTER PARKING LOT IMPROVEMENT PROPOSAL

Supt. Culp reviewed the Sunset Community Center Parking Lot Improvement Project. Mr. Culp stated that the District has taken this project on as a phased approach. The entrance way currently does not meet ADA regulations. Staff has worked with Engineering Resource Associates to address these ADA issues. The Engineer's Cost Estimate was approximately \$373,000. Staff recommends the Board of Commissioners approve the bid proposal from Geneva Construction for the Sunset Community Center parking lot improvement project. Staff received 10 bids from contractors. Geneva Construction came in as the low bid. Mr. Culp noted that the District has done work with Geneva Construction in the past. Executive Director Lambillotte noted that funds for this project are coming out of the Special Recreation Fund. After some discussion, Commissioner Moffat made a motion to accept the proposal from Geneva Construction in the amount of \$284,728.50 for the Sunset Community Center Parking Lot Improvement project as presented. Commissioner Lenski seconded. All ayes. Motion carried.

COMMUNICATIONS

The Annual Capital Planning meeting with the Board is set for October 14th at 4:00 PM. At this meeting, we will likely be spending a great deal of time discussing our budget deficit due to the pandemic and what affect that will have on the Capital Project Budget. Staff has already met to discuss some projects that can be moved or put off that will be shared at the Capital Planning meeting. Commissioner Moffat added that any projects we can have ready to move on if Grant money becomes available would be a good start during these times.

A calendar of events and meetings is included in the packet. It includes meetings and events for September and October that may be of interest.

Autumn Fair took place over the weekend as a scaled back event that invited residents to enjoy a fall festival on a smaller scale, following present guidelines as they relate to outdoor events. We solicited time slots, similar to how we ran the pool and the event sold out in less than a day.

Library Park is complete and playground usage has been very high. It has been rewarding to see so many adults utilizing the outdoor seating areas.

Typically, at this time of year staff would be attending the National Conference but with the pandemic, we have suspended most training and conference expenditures. Staff continues to look for ways to minimize expenditures

during the pandemic. The District continues to work toward offering programs and events for the community to engage in while remaining fiscally responsible.

Peck Farm North is near completion. We need to set a ribbon cutting date and invite our legislators and other community members to join us in celebrating this spectacular recreational opportunity.

The Governor has mandated that November 3rd, voting day, be a state holiday this year requiring that all government offices, with the exception of election authorities, shall be closed unless authorized to be used as a location for election day services or as a polling place. For that reason, full time staff will have an extra paid holiday this year. Our fitness center will remain open and Sunset will also serve as a polling place. Programs will be cancelled that day as well to follow the school calendar which is our typical procedure.

FUTURE MEETINGS

Capital Planning Meeting	October 14	4:00 pm	TBD
October Board Meeting	October 19	7:00 pm	Sunset Community Center
Foundation Meeting	TBD	TBD	TBD

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Culp reviewed his report. Mowing is starting to pick up with the rain and cooler temperatures. Crews are busy weeding and cleaning annual and shrub beds. Staff has completed some general repairs including split rail fence repairs at various parks and asphalt repairs at Moore Park and Fox River Trail. Tree pruning and general cleanup of parks is ongoing. Staff attended a playground accessibility webinar to learn more about play surface accessibility requirements. Additional new park signs have been ordered and will be installed soon. The asphalt driveway to Peck has been replaced along with the installation of the kiosk in the Peck Courtyard. Crews are busy dragging and prepping fields for games. The laser grader has helped with drainage issues on fields. Crews are cleaning up and making improvements when time permits. Mill Creek and Sunset Pools are closed and staff is working on repairs. Moore Park Sprayground is still open as weather permits. Staff has been working on Black Locust management and spraying re-sprouts at the Weaver woodland restoration. Staff has been mowing burn breaks in preparation for the burn season that is ahead of us. Staff plans to burn pollinator beds this year. President VanderVeen suggested sending out burn notices to residents to make them aware. The Peck North OSLAD project is close to completion.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Vickers reviewed her report. Fall registration is complete and staff is in the midst of planning programs for the winter season. Pools are closed. Winterization, along with other maintenance projects are ongoing at Sunset and Mill Creek pools. The Board will recall a projected aquatic budget was presented in June to demonstrate the estimated losses the District would incur in opening up the pools for the season. While definitive expenses are not available, as more invoices will be processed, staff feels confident the actual loss will be much lower than previously presented. The lifeguard staff finished out the year with a perfect 5 star audit. Ms. Vickers noted that Joey Kalwat, our Aquatic Supervisor, did a remarkable job in overall operations despite challenges COVID presented. Autumn Fair was held on Saturday, while the event was downsized in limiting the number of participants and implementing new procedures, the event was successful. The Hustle S'more 5k is scheduled for Sept 26th and has solid registration. Both fitness centers usage is significantly down. Revenue is down as well, yet not as much as we anticipated. As weather changes we are hopeful usage will increase. Staff is working on offering a new membership campaign. Stone Creek Mini Golf entertained over 12,000 people this summer. To date, mini golf has received nearly 70% of the projected revenue. Hawks Hollow remains a popular site for children. The Butterfly House closed this past weekend. In gratitude of all the great volunteers, an appreciation reception will be held on September 24th. Event rentals continue to gain traction as people are looking for outdoor venues to host activities. Ms. Vickers ended by noting how staff did a tremendous job this summer with all the obstacles that COVID presented and made safety a priority amongst our staff and participants.

NEW BUSINESS

SAFETY REPORT REVIEW

Supt. of Recreation Vickers reviewed her report. Each month our safety committee reviews the accident reports for the District, as well as certificates of insurance. Supt. Vickers stated that accident reports were down in comparison to the same period last year, as a direct result of having our facilities closed and lower participation in programs. Supt. Vickers noted that over the past several months, staff has been heavily focused on safety related procedures to safely operate programs and facilities during the pandemic. Ms. Vickers also added that the District has completed prescribed burns, reacted to flooding issues, confined space training, chainsaw training and successful pool audits. Vice President Frankenthal asked if there was a way to eliminate confined spaces throughout the District. Supt. Vickers stated that the confined spaces that we have cannot be eliminated without significant cost.

BEFORE & AFTER SCHOOL PROGRAM REPORT

Recreation Supervisor Kelly Wales was present to review the Before & After School program report. Mrs. Wales gave an overview of the program. Mrs. Wales stated that we just completed our eleventh year. The year ended with 419 participants, which is an increase from last year. The District had an overall net profit of 9%. Mrs. Wales noted that prior to the COVID-19 pandemic, our projections for revenue were exceeding the 2018-19 school year. Due to the school district not resuming in person learning, we processed refunds for the remainder of the school year totaling \$284,584. The main expenses for this program are the school rental fees, staff salaries, administrative expenses, trainings, supplies & site snacks for the kids. Looking at our fees, the community feels that in comparison to other similar programs we are reasonably priced. Mrs. Wales included many emails and compliments from participants and parents in regards to our program and how staff responded during the pandemic. Staff offered many virtual programs, activities and fun during the pandemic. This year the Day Off Trips will be called Day of Fun due to trips and traveling being cancelled. Additional training for staff will be implemented this year in regards to COVID protocols and new guidelines set in place. Executive Director Lambillotte noted that Mrs. Wales stepped up and rose to the occasion this year and the District appreciates everything that Mrs. Wales was able to overcome during these trying times. Commissioner Moffat made a motion to approve the 2019-2020 Kids' Zone Board Report and the 2020-2021 recommendations as presented. Commissioner Lenski seconded. All ayes. Motion carried.

ENVIRONMENTAL REPORT CARD

The environmental report card is a self-evaluation tool provided to us through our professional association for the purpose of assessing our agency's environmental management practices. Staff has prepared this document for the Board in an effort to show our continued commitment to conservation of natural resources and the protection of our environment. Commissioner Moffat made a motion to approve the environmental report card update and the information shared within. Commissioner Lenski seconded. All ayes. Motion carried.

EXECUTIVE SESSION

Commissioner Moffat made a motion to move into Executive Session for the purpose of discussing Personnel at 8:11 p.m. Commissioner Cullen seconded. All ayes. Motion carried.

The board returned to the regular meeting at 8:20 p.m.

ADJOURN

Commissioner Moffat made a motion to adjourn the meeting at 8:20 p.m. Commissioner Cullen seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann

**GENEVA PARK DISTRICT
CAPITAL PLANNING MEETING MINUTES
STEPHEN PERSINGER RECREATION CENTER
October 14th, 2020
4:00 PM**

CALL TO ORDER

The meeting was called to order at 4:02 p.m.

ROLL CALL

President VanderVeen called for the roll. Commissioner Cullen, Vice President Frankenthal, Commissioner Lenski, Commissioner Moffat and President VanderVeen answered present.

Staff members present were Executive Director Sheavoun Lambillotte, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Jerry Culp, and Supt. of Finance & Personnel Christy Powell.

Guests: None

NEW BUSINESS

Ms. Lambillotte welcomed the board and staff to the annual Capital Planning Meeting which helps plan the direction of future capital projects for the District. Traditionally this meeting is held annually as a way to identify future capital projects and how those projects will be funded. This year the focus is on the impact of COVID-19 on the CIP. Staff was tasked to identify which projects/programs could safely operate given the constraints, capacities due to COVID19. The focus of today's meeting will be what capital projects can fit into the budget within the next three years and identify those to defer to maintain a fiscally healthy budget.

Ms. Powell presented a power point presentation. She reviewed the District's mission, vision and values statements. Ms. Lambillotte stated due to COVID19 the District has been largely focused on the values of safety and customer commitment.

Ms. Powell stated the district's capital projects are identified by the Master Plan, Community Survey, and Long and Short Range Plan. Other avenues for identifying capital projects are the capital planning meeting, program evaluations, Board Member input, recreation trends, and community feedback. Projects with revenue generating potential are looked at closely as well as projects that may require future maintenance and repairs.

Ms. Powell reviewed future financial considerations including the financial impact of COVID-19 on the District's annual audit transfer. She discussed the impact of lower interest rates thru 2023 and the need to lower future year's budgeted interest income. She discussed the maturity of the S2010 Alternative Revenue Bond, reduction in debt service payments and the timing of that which has helped lessen the financial impact of COVID-19. Other considerations include potential tax freeze legislation and the aging infrastructure of SPRC. Currently about \$2M is spent on capital projects each year. The District had planned to increase that annual spend in future years to \$3M+, to allow for the funding of infrastructure maintenance projects and new large capital projects but because of the financial impact of COVID19

those projects will need to be deferred. Ms. Powell stated there are also a large amount of small and large projects identified but unfunded.

Ms. Powell reviewed the COVID-19 financial impact on the audit transfer for FY21 and FY22. The FY21 year-end estimate used YTD actuals thru August 31, 2020 and the remaining eight months of the fiscal year were estimated. When operations resumed at the end of June, after the shut-down, most program revenues were at 50% of normal operations, while fitness center revenue was at 75%. Using this trend the District estimates FY21 will end the year with an annual audit transfer of approximately \$750k. The District used that same scenario for FY22 and estimates an annual audit transfer of approximately \$800k. Ms. Powell also looked at a scenario whereby program revenues were at 25% of normal operations and fitness center revenues were at 50% which yielded an audit transfer of \$450k in FY21 and \$200k in FY22.

Ms. Lambillotte added the District was fortunate to still have a projected audit transfer as it shows the District is operating above a balanced budget. She stated while there are some projects such as a playground replacement that can be deferred for a short time there are other projects that can't be deferred such as a playground repair. We can defer paving a mile of the Fox River trail but we cannot defer repairing a pot hole on the trail. While there are some projects we can defer given the financial impact of COVID-19 there are others that we cannot which is why the audit transfer and limited bonds are so important to the CIP.

Ms. Powell reviewed the impact of the reduced audit transfer on the 10 year CIP budget. She reviewed cash flow needs of the CIP and the desired Fund Balance to maintain. Due to a reduced audit transfer staff met and identified potential projects that could be deferred. Those included the deferral of the SRFC remodel from FY21 to FY22; the deferral of land acquisition from FY21 thru FY23 to FY23 thru FY25; the deferral of the addition of pickle ball courts from FY21 to FY23; the deferral of the Sunset Pool bathhouse renovation from FY22 to FY23; and the deferral of the mini golf hut expansion from FY23 to FY24. The Board at a past board meeting already requested the deferral of the Community Survey and the update of the ADA transition plan from FY21 to FY22.

Ms. Powell stated any project having potential grant funding of 80% or more would be shovel ready should grant funding be awarded. Possible grant projects include the SRFC remodel, Sunset Pool bathhouse renovation, mini golf hut expansion and addition of pickle ball courts. Ms. Lambillotte added the District would use savings from the current year budget in architectural and engineering fees to get these projects shovel ready. A discussion was had about the estimated cost of those fees for each project.

Ms. Powell discussed the smaller projects (less than \$500k) that have been identified at past capital planning meetings and included in the CIP budget, such as, the addition of pickle ball courts, remodel of the Sunset bathhouse, the mini golf expansion, the SPRC indoor playground, the Peterson property demolition and site work. Ms. Lambillotte added that the indoor playground project will be further looked at to see if that space is still best utilized in that capacity. Ms. Powell discussed unfunded small projects that have also been identified at past capital planning meetings, such as, a teen obstacle course, Island Park stage cover, a sculpture park, adult fitness playground, wheeler turf restoration, Peck Farm ballfield lights, and Sunset ballfield lights. In addition, green initiatives will be looked at for potential grant opportunities. Supt. Jerry Culp discussed a current grant opportunity with COMED whereby the Peck Farm baseball field lights could be converted to LED lights. Comed would pay 60% (\$46,100) of the

total project cost (\$80,200). The District would save approximately \$2k per year in utility costs with a payback of 17.5 years. Supt. Culp also discussed the research done on opportunities for using solar energy.

Ms. Powell discussed larger projects (over \$500k) that have been identified at past capital planning meetings and included in the CIP budget, such as, the almost complete Peck Farm North Bike Trail/Master Plan which was budgeted at \$1.2M of which \$400k was grant funded. Ms. Lambillotte highlighted the project was budgeted at \$1.2M but came in under budget at less than \$900k. Additional large projects include the SRFC remodel, land acquisition, a new preschool site, Sunset Pool Phase III, a Peck Farm Nature Center, a West Side Athletic Complex, and a large community park on the east side. Ms. Powell discussed unfunded large projects, such as, the Island Park NE retaining wall and the Wheeler west trail (Rte. 31 to Stevens). The Wheeler west trail project is currently unfunded but could be funded in the future by a developer thru land cash.

Ms. Lambillotte reviewed smaller project cuts made in the current CIP budget. In addition, cuts have been made in operating budgets to lessen the impact of COVID19. For example, all training and conferences have been suspended, in the General Fund cuts of \$71k were made to the capital budget and cuts of \$49k were made to the recreation capital budget.

Ms. Lambillotte, stated that additional expenditures have been necessary in light of COVID19. The District has spent approximately \$40k to date and anticipates spending up to \$100k on COVID19 related expenses by the end of the fiscal year. The District has applied for grant funds from Kane County and FEMA to help assist with these additional unbudgeted expenses.

Ms. Lambillotte discussed potential opportunities to provide additional outdoor programs safely to participants if the weather holds and the possibility of having the mini golf open some weekends throughout the winter if the weather allows.

Vice President Frankenthal commended staff on a job well done during the pandemic and asked if staff have been provided mental health support during this time. Ms. Lambillotte discussed the recent full-time staff meeting whereby a consultant counseled staff on how to cope with the stress of the pandemic not only at work but also in their personal lives. The staff was very receptive to the training and indicated their biggest worry was about their families. Staff were provided additional resources in this area. Staff have also been encouraged to notify their supervisor if there are any accommodations they need to feel safer at their jobs. For example, the custodians have requested a different type of mask. A discussion was had regarding the number of confirmed cases and close contact cases of COVID19 of employees and participants at the District.

ADJOURN

Vice President Frankenthal made a motion to adjourn the meeting at 4:50 p.m. Commissioner Moffat seconded. All ayes. Motion carried.

Secretary

DATE: 10/08/20
TIME: 15:36:02
ID: AP490000.WOW

GENEVA PARK DISTRICT
WARRANT NUMBER 100820

GENERAL PAID

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FROM CHECK # 74754 TO CHECK # 74798

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74754	LEIGH ANNE HARDEN, PHD	KCCN SPEAKER 9/24/20	CORPORATE / LEARN FROM THE EXPERTS	50.00
			CHECK TOTAL	50.00
74755	CITY OF GENEVA	SCC PKING LOT PROJ PERMIT FEE	SPECIAL RECREATION / SPECIAL RECREATION	100.00
			CHECK TOTAL	100.00
74756	ACE HARDWARE GENEVA	MISC FASTENERS	CORPORATE / PARKS ADMINISTRATION	14.70
		DRILL & HAMMER BITS	CORPORATE / PARKS ADMINISTRATION	49.48
			CHECK TOTAL	64.18
74757	ALL STAR SPORTS INSTRUCTION	ALL STAR SPORTS INSTR FEE-SMR	RECREATION / TINY SPORTS- ASSI	3,553.70
			CHECK TOTAL	3,553.70
74758	AT&T	AT&T-MINI GOLF	RECREATION / MINIATURE GOLF	115.17
			CHECK TOTAL	115.17
74759	POWER UP BATTERIES LLC	12V BATTERY	RECREATION / SUNSET RACQUETBALL & FITNESS	18.95
			CHECK TOTAL	18.95
74760	ELLIOTT BORTNER	REIMB MILEAGE	RECREATION / REC ADMINISTRATION	25.00
		REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	65.00
74761	CALL ONE	CALL ONE MONTHLY SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	98.07
		CALL ONE MONTHLY SVC	RECREATION / REC ADMINISTRATION	523.04
		CALL ONE MONTHLY SVC	RECREATION / SUNSET POOL	170.48
		CALL ONE MONTHLY SVC	RECREATION / SPRC	846.50
		CALL ONE MONTHLY SVC	CORPORATE / PARKS ADMINISTRATION	249.96
		CALL ONE MONTHLY SVC	RECREATION / MINIATURE GOLF	62.49
		CALL ONE MONTHLY SVC	CORPORATE / PECK FARM	133.58
			CHECK TOTAL	2,084.12
74762	CITY OF GENEVA	CITY WATER/SEWER-SCC	RECREATION / REC ADMINISTRATION	139.69
		CITY WATER/SEWER-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	325.95
		CITY WATER/SEWER-WHEELER GARAG	CORPORATE / PARKS ADMINISTRATION	77.08
		CITY WATER/SEWER-MINI GOLF	CORPORATE / PARKS ADMINISTRATION	88.20
		CITY WATER/SEWER-ISLAND PK	CORPORATE / PARKS ADMINISTRATION	165.88
		CITY WATER/SEWER-WHLR N BATHR	CORPORATE / PARKS ADMINISTRATION	63.98

DATE: 10/08/20
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GENEVA PARK DISTRICT
WARRANT NUMBER 100820

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FROM CHECK # 74754 TO CHECK # 74798

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74762	CITY OF GENEVA	CITY WATER/SEWER-S ST BALLFIEL	CORPORATE / PARKS ADMINISTRATION	113.35
		CITY WATER/SEWER-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	207.79
		CITY WATER/SEWER-SUNSET POOL	RECREATION / SUNSET POOL	4,688.20
		CITY WATER/SEWER-SPRC	RECREATION / SPRC	442.55
		CITY WATER/SEWER-COMM GARDEN	CORPORATE / COMMUNITY GARDEN	313.91
		CITY ELECTRIC-ISLAND PARK	CORPORATE / PARKS ADMINISTRATION	60.53
		CITY ELECTRIC-HSS TENNIS COURT	CORPORATE / PARKS ADMINISTRATION	64.43
		CITY ELECTRIC-JAYCEE PARK	CORPORATE / PARKS ADMINISTRATION	18.30
		CITY ELECTRIC-WHEELER PARK	CORPORATE / PARKS ADMINISTRATION	50.65
		CITY ELECTRIC-WHEELER MAIN GAR	CORPORATE / PARKS ADMINISTRATION	821.86
		CITY ELECTRIC-PECK HOUSE	CORPORATE / PECK FARM	225.84
		CITY ELECTRIC-PECK FARM MAINT	CORPORATE / PECK FARM	530.57
		CITY ELECTRIC-SCC	RECREATION / REC ADMINISTRATION	19.86
		CITY ELECTRIC-SCC	RECREATION / REC ADMINISTRATION	1,975.09
		CITY ELECTRIC-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	247.02
		CITY ELECTRIC-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	598.76
		CITY ELECTRIC-SUNSET POOL	RECREATION / SUNSET POOL	3,731.67
		CITY ELECTRIC-SUNSET BALLFIELD	RECREATION / ADULT SOFTBALL	102.57
		CITY ELECTRIC-SPRC	RECREATION / SPRC	6,119.23
		CITY ELECTRIC-PH38	RECREATION / PLAYHOUSE 38	112.01
			CHECK TOTAL	21,304.97
74763	CONSERV FS, INC.	UNLEADED FUEL	CORPORATE / PARKS ADMINISTRATION	1,151.38
		UNLEADED FUEL	RECREATION / REC ADMINISTRATION	127.93
		UNLEADED FUEL	CORPORATE / PARKS ADMINISTRATION	904.07
		UNLEADED FUEL	RECREATION / REC ADMINISTRATION	100.45
		DIESEL FUEL	CORPORATE / PARKS ADMINISTRATION	522.64
		UNLEADED FUEL	CORPORATE / PARKS ADMINISTRATION	425.91
		UNLEADED FUEL	RECREATION / REC ADMINISTRATION	47.32
		UNLEADED FUEL	CORPORATE / PARKS ADMINISTRATION	1,241.63
		UNLEADED FUEL	RECREATION / REC ADMINISTRATION	137.96
			CHECK TOTAL	4,659.29
74764	RYAN COFFLAND	REIMB MILEAGE	RECREATION / REC ADMINISTRATION	25.00
		REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
			CHECK TOTAL	55.00
74765	DREYER CLINIC INC.	PRE EMPLOY PHYSICAL	CORPORATE / PARKS ADMINISTRATION	165.00
			CHECK TOTAL	165.00

DATE: 10/08/20
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GENEVA PARK DISTRICT
WARRANT NUMBER 100820

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FROM CHECK # 74754 TO CHECK # 74798

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74766	FOX VALLEY SPECIAL RECREATION	INCLUSION SVC-JULY	SPECIAL RECREATION / SPECIAL RECREATION	7,643.43
		INCLUSION SVC-AUGUST	SPECIAL RECREATION / SPECIAL RECREATION	1,981.92
			CHECK TOTAL	9,625.35
74767	LAKESHORE RECYCLING SYSTEM	PORTOLET SVC-WHLR NORTH	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-SKATE PARK	RECREATION / REC ADMINISTRATION	160.00
		PORTOLET SVC-ESPING PARK	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-HARRISON	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-WESTERN AVE	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-FORNI PARK	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-MC COMM PARK	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-DRYDEN PARK	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-MOORE PARK	RECREATION / REC ADMINISTRATION	180.00
		PORTOLET SVC-PFP BASEBALL FLDS	RECREATION / REC ADMINISTRATION	160.00
		PORTOLET SVC-COMM GARDENS	CORPORATE / COMMUNITY GARDEN	90.00
		PORTOLET SVC-RANDALL SQ PK	RECREATION / REC ADMINISTRATION	35.36
		PORTOLET SVC-SPRC	RECREATION / REC ADMINISTRATION	115.00
			CHECK TOTAL	1,370.36
74768	JIM HUETSON	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00
74769	ILLINOIS SHOTOKAN KARATE	SUMMER KARATE INSTR FEE	RECREATION / MARTIAL ARTS	3,187.40
			CHECK TOTAL	3,187.40
74770	JOHNO'S / MIDWEST AWARDS	SMORES 5K AWARDS	RECREATION / HARVEST HUSTLE	1,287.50
			CHECK TOTAL	1,287.50
74771	JOEY KALWAT	REIMB MILEAGE	RECREATION / REC ADMINISTRATION	20.00
		REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	60.00
74772	BETH KEEN	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
			CHECK TOTAL	30.00
74773	SHEAVOUN LAMBILLOTTE	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	50.00
			CHECK TOTAL	50.00

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74774	MENARDS	22' MULTI TASK LADDER	CORPORATE / PARKS ADMINISTRATION	179.99
		BATTERIES	CORPORATE / PARKS ADMINISTRATION	39.42
			CHECK TOTAL	219.41
74775	METRO FIBERNET LLC	METRONET-PH38	RECREATION / PLAYHOUSE 38	82.15
			CHECK TOTAL	82.15
74776	METRO FIBERNET LLC	METRONET-MILL CREEK POOL	RECREATION / MILL CREEK POOL	72.15
			CHECK TOTAL	72.15
74777	METRO FIBERNET LLC	METRONET-WHEELER MAINTENANCE	CORPORATE / PARKS ADMINISTRATION	102.20
			CHECK TOTAL	102.20
74778	MILL CREEK WRD	WATER/SEWER-MILL CREEK POOL	RECREATION / MILL CREEK POOL	1,506.02
		WATER/SEWER-MILL CREEK POOL	RECREATION / MILL CREEK POOL	8.00
			CHECK TOTAL	1,514.02
74779	NEXT GENERATION, INC	SMORES 5K SHIRTS	RECREATION / HARVEST HUSTLE	1,616.00
			CHECK TOTAL	1,616.00
74780	NICOR GAS	NICOR-WHEELER	CORPORATE / PARKS ADMINISTRATION	154.35
		NICOR-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	171.95
		NICOR-PECK HOUSE	CORPORATE / PECK FARM	52.98
		NICOR-PECK MAINTENANCE	CORPORATE / PECK FARM	57.54
		NICOR-SCC	RECREATION / REC ADMINISTRATION	192.25
		NICOR-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	80.61
		NICOR-SPRC	RECREATION / SPRC	245.34
		NICOR-SUNSET POOL	RECREATION / SUNSET POOL	275.62
		NICOR-PH38	RECREATION / PLAYHOUSE 38	40.91
		NICOR-MC POOL	RECREATION / MILL CREEK POOL	38.18
		NICOR-WHLR HUT	CORPORATE / PARKS ADMINISTRATION	50.23
			CHECK TOTAL	1,359.96
74781	PADDOCK PUBLICATIONS, INC.	LEGAL NOTICE-ELECTION	CORPORATE / PARKS ADMINISTRATION	15.52
		LEGAL NOTICE-ELECTION	RECREATION / REC ADMINISTRATION	15.53
			CHECK TOTAL	31.05
74782	CHRISTY POWELL	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00

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74783	KELLY WALES	REIMB MILEAGE	RECREATION / REC ADMINISTRATION	60.00
		REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	100.00
74784	RENTAL MAX, L.L.C.	TRENCHER RENTAL-FIBER INSTAL	CORPORATE / PARKS ADMINISTRATION	224.00
			CHECK TOTAL	224.00
74785	SGD GOLF LLC	MINI GOLF PUTTERS	RECREATION / MINIATURE GOLF	141.79
			CHECK TOTAL	141.79
			CHECK TOTAL	0.00
74787	STEVE SLIVKA	REIMB CELL PHONE USAGE	CORPORATE / PARKS ADMINISTRATION	40.00
			CHECK TOTAL	40.00
74788	STEVENS STREET PROPERTIES	PH38 RENTAL FEE-OCTOBER	RECREATION / PLAYHOUSE 38	1,800.00
		PH38 STORAGE RENTAL FEE-OCT	RECREATION / PLAYHOUSE 38	318.00
			CHECK TOTAL	2,118.00
74789	TOWN & COUNTRY GARDENS	SYMPATHY ARRANGEMENT-BENSON	RECREATION / REC ADMINISTRATION	41.99
		SYMPATHY ARRANGEMENT-BENSON	CORPORATE / PARKS ADMINISTRATION	39.99
			CHECK TOTAL	81.98
74790	VERIZON WIRELESS	VERIZON CELL PHONE SVC	RECREATION / REC ADMINISTRATION	1.78
		VERIZON CELL PHONE SVC	CORPORATE / PECK FARM	49.52
		VERIZON CELL PHONE SVC	CORPORATE / PARKS ADMINISTRATION	148.56
		VERIZON CELL PHONE SVC	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	114.93
			CHECK TOTAL	314.79
74791	NICOLE VICKERS	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	70.00
			CHECK TOTAL	70.00
74792	INTEGRATED GRAPHICS INC.	GIVING TREE POSTAGE-REIMB GPDF	RECREATION / REC ADMINISTRATION	1,757.63
			CHECK TOTAL	1,757.63
74793	TRIANGLE MECHANICAL SVC., INC.	SPRC HVAC REPAIRS	RECREATION / SPRC	895.25
		SPRC CONTROL BOARD REPLACED	RECREATION / SPRC	2,020.00
		SPRC LOBBY DUCT HEATER REPLACE	RECREATION / SPRC	3,980.00
			CHECK TOTAL	6,895.25

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74794	BARB CLEMENTE	10/2/20 KZ STAFF PAYROLL CHK	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	253.80
			CHECK TOTAL	253.80
74795	CHASE CARD SERVICES	GO TO MEETING SVC	CORPORATE / PARKS ADMINISTRATION	9.89
		GO TO MEETING SVC	RECREATION / REC ADMINISTRATION	9.89
		FT STAFF MEETING SPLYs	CORPORATE / PARKS ADMINISTRATION	37.55
		FT STAFF MEETING SPLYs	RECREATION / REC ADMINISTRATION	37.55
		STAFF APPRECIATION LUNCH	CORPORATE / PARKS ADMINISTRATION	239.61
		STAFF APPRECIATION LUNCH	RECREATION / REC ADMINISTRATION	239.61
		PRESCHOOL TEACHER LUNCHEON	RECREATION / REC ADMINISTRATION	178.98
		ONLINE ZOOM-PLAYGROUND REVIEW	CORPORATE / PARKS ADMINISTRATION	25.00
		INK CARTRIDGES	CORPORATE / PARKS ADMINISTRATION	118.64
		CALENDARS	CORPORATE / PARKS ADMINISTRATION	95.10
		CALENDARS	RECREATION / REC ADMINISTRATION	142.66
		PRESCHOOL TEACHER RECOGNITION	RECREATION / REC ADMINISTRATION	100.00
		POSTAGE-CERTIFIED LETTER	RECREATION / REC ADMINISTRATION	6.95
		BIRTHDAY PARTY SPLYs	RECREATION / MINI GOLF BIRTHDAY PARTIES	226.42
		SPRC VENDING MACHINE SPLYs	RECREATION / SPRC	201.95
		SRFC VENDING MACHINE SPLYs	RECREATION / SUNSET RACQUETBALL & FITNESS	101.73
		OFFICE SPLYs	RECREATION / SPRC	9.96
		KIDS IN KITCHEN BDAY SPLYs	RECREATION / SPRC BIRTHDAY PARTIES	40.33
		KZ FABYAN PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	15.59
		CASES OF BOTTLED WATER	RECREATION / REC ADMINISTRATION	53.80
		XTRAFUN SUMMER CAMP SPLYs	RECREATION / SPECIALTY CAMPS	198.70
		KZ MILL CREEK PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	162.32
		KZ WILIAMSBURG PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	836.16
		SPECIALTY CAMP PROGRAM SPLYs	RECREATION / SPECIALTY CAMPS	59.91
		CLEANING SPLYs & SANITIZERS	RECREATION / REC ADMINISTRATION	276.95
		FACEBOOK ADVERTISING	RECREATION / PUBLIC INFORMATION	30.60
		PART FOR PFP HOUSE SAFE	CORPORATE / PECK FARM	125.00
		SMORES SPLYs FOR PROGRAM	CORPORATE / PECK FARM GENERAL PROGRAMS	28.69
		NRPA CPRP EXAM & APP FEE	RECREATION / REC ADMINISTRATION	270.00
		SPEAKER ANTENNAS	RECREATION / HARVEST HUSTLE	56.75
		PRINTER INK CARTRIDGES	RECREATION / SUNSET POOL	19.99
		EMPLOYEE SCHEDULING SOFTWARE	RECREATION / SUNSET POOL	47.00
		NRPA CPRP RENEWAL FEE	RECREATION / REC ADMINISTRATION	65.00
		PRESCHOOL THERMOMETERS	RECREATION / REC ADMINISTRATION	42.99
		STAFF CPR/FIRST AID CERT	RECREATION / REC ADMINISTRATION	475.20

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74795	CHASE CARD SERVICES	FOLDING UTILITY CARTS	RECREATION / REC ADMINISTRATION	151.49
		BOOMBOX WITH BLUETOOTH	RECREATION / REC ADMINISTRATION	99.99
		ACCUCUT LETTERS & NUMBERS	RECREATION / REC ADMINISTRATION	647.50
		PRESCHOOL CRAFT SUPPLIES	RECREATION / PARK DISTRICT PRESCHOOL	1,311.24
		RETURNED COSTUMES	RECREATION / BALLET DANCE RECITAL	-124.85
		IPRA JOB POSTING-REC COORD	RECREATION / REC ADMINISTRATION	165.00
		GMAIL ACCOUNT FEE	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	6.00
		KZ PROGRAM SPLYS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	31.98
		YOUTH SOFTBALLS	RECREATION / GIRLS SOFTBALL	369.93
		SPRAY BOTTLES-COVID	RECREATION / REC ADMINISTRATION	12.31
		WATER/POP-CONCESSIONS	RECREATION / MINIATURE GOLF	84.78
		DOOR STOPPERS	RECREATION / SUNSET RACQUETBALL & FITNESS	10.97
		HEADSET MIC WINDSCREENS	RECREATION / SUNSET RACQUETBALL & FITNESS	19.90
		LOCKABLE CASH BAGS & SAFE	CORPORATE / PECK FARM	71.72
		BEAUTY & BEAST SCRIPTS/ROYALTY	RECREATION / PLAYHOUSE 38	855.25
		BEAUTY & BEAST COSTUMES/PROPS	RECREATION / PLAYHOUSE 38	341.21
		SIRIUS SVC FEE	RECREATION / SUNSET POOL	14.56
		SIRIUS SVC FEE	RECREATION / SPRC	19.96
		BATTERIES	RECREATION / SPRC	56.03
		FITNESS CENTER TV REPLACED	RECREATION / SPRC	289.99
		EXIT/EMERGENCY LIGHTS REPLACED	RECREATION / SPRC	120.88
		PICKLEBALLS	RECREATION / OPEN GYM- NEW BLDG	31.50
		ONLINE ZOOM-PLAYGROUND REVIEW	CORPORATE / PARKS ADMINISTRATION	16.00
		HYDRANT KEYS	CORPORATE / PARKS ADMINISTRATION	43.50
			CHECK TOTAL	9,233.31
74796	DAVEY TREE EXPERT COMPANY	WOOD MULCH-SPRC	CORPORATE / PARKS ADMINISTRATION	910.00
		WOOD MULCH-WHEELER PK	CORPORATE / PARKS ADMINISTRATION	910.00
		WOOD MULCH-WHLR PK	CORPORATE / PARKS ADMINISTRATION	910.00
		WOOD MULCH-PFP	CORPORATE / PARKS ADMINISTRATION	910.00
			CHECK TOTAL	3,640.00
74797	JDS PRINTING, INC.	GPDF ENVELOPES-GIVING TREE LTR	RECREATION / REC ADMINISTRATION	1,161.05
			CHECK TOTAL	1,161.05
74798	CHRISTINE SHIEL	REIMB CELL PHONE USAGE-AUG	CORPORATE / PECK FARM	40.00
		REIMB CELL PHONE USAGE-SEPT	CORPORATE / PECK FARM	40.00
		REIMB MILEAGE-AUG	CORPORATE / PARKS ADMINISTRATION	25.00

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74798	CHRISTINE SHIEL	REIMB MILEAGE-SEPT	CORPORATE / PARKS ADMINISTRATION	25.00
CHECK TOTAL				130.00
WARRANT TOTAL				79,084.53

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GENERAL UNPAID

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74799	ABLE PEST CONTROL, INC.	MONTHLY PEST CONTROL-JULY	CORPORATE / PECK FARM	85.00
		MONTHLY PEST CONTROL-AUGUST	CORPORATE / PECK FARM	85.00
		MONTHLY PEST CONTROL	RECREATION / SPRC	105.00
		MONTHLY PEST CONTROL-SEPT.	CORPORATE / PECK FARM	85.00
		PEST CONTROL-PARK PAVILIONS	CORPORATE / PARKS ADMINISTRATION	1,100.00
			CHECK TOTAL	1,460.00
74800	ACE HARDWARE GENEVA	ZIP TIES,CONCRETE PATCH	CORPORATE / PARKS ADMINISTRATION	40.02
		FASTENERS,FLAT WASHERS	CORPORATE / PARKS ADMINISTRATION	19.65
		1' COPPER TUBING	CORPORATE / PARKS ADMINISTRATION	15.16
		SNAP RINGS-FLAGPOLES	CORPORATE / PARKS ADMINISTRATION	9.18
		MISC FASTENERS FOR MOWERS	CORPORATE / PARKS ADMINISTRATION	23.65
			CHECK TOTAL	107.66
74801	ALARM DETECTION SYSTEMS, INC.	ALARM SYSTEM QTRLY FEE	RECREATION / SPRC	1,130.76
		ALARM SYSTEM QTRLY FEE	CORPORATE / PARKS ADMINISTRATION	142.14
		ALARM SYSTEM QTRLY FEE	RECREATION / REC ADMINISTRATION	550.62
		ALARM SYSTEM QTRLY FEE	CORPORATE / PECK FARM	832.08
		ALARM SYSTEM QTRLY FEE	RECREATION / SUNSET POOL	143.16
		ALARM SYSTEM QTRLY FEE	RECREATION / MINIATURE GOLF	77.67
			CHECK TOTAL	2,876.43
74802	ANTHEM SPORTS, LLC	RUBBER BASE PLUGS	RECREATION / FIELD MAINTENANCE	246.87
			CHECK TOTAL	246.87
74803	AT&T	AT&T-PFP MAINT INTERNET	CORPORATE / PECK FARM	68.06
			CHECK TOTAL	68.06
74804	BANNER UP SIGNS	DECALS-HUSTLE SMORES 5K	RECREATION / REC ADMINISTRATION	163.50
		PLASTIC PANELS-5K WAVE	RECREATION / REC ADMINISTRATION	308.00
		SIGNS-ESCAPE THE MANSION	RECREATION / REC ADMINISTRATION	175.00
		PFP PHOTOGRAPHY PERMIT SIGNAGE	RECREATION / REC ADMINISTRATION	178.00
			CHECK TOTAL	824.50
74805	RICK BELL GOLF PRO	YTH & ADULT FALL GOLF LESSONS	RECREATION / GOLF LESSONS	987.00
			CHECK TOTAL	987.00
74806	BLUE LION SYSTEMS, INC	BLUE LION CAMERA SVC-JULY	CORPORATE / PECK FARM	98.00

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74806	BLUE LION SYSTEMS, INC	BLUE LION CAMERA SVC-AUGUST	CORPORATE / PECK FARM	98.00
		BLUE LION CAMERA SVC-SEPT	CORPORATE / PECK FARM	98.00
		BLUE LION CAMERA SVC-OCTOBER	CORPORATE / PECK FARM	98.00
			CHECK TOTAL	392.00
74807	BLACK LINE FOX VALLEY LLC	BLACKLINE MNTHLY EMAIL SVC	RECREATION / REC ADMINISTRATION	185.60
		BLACKLINE MNTHLY ANTIVIRUS SVC	RECREATION / REC ADMINISTRATION	89.38
		BLACKLINE MNTHLY ANTIVIRUS SVC	CORPORATE / PARKS ADMINISTRATION	89.37
		BLACKLINE MNTHLY COMPUTER SVC	RECREATION / REC ADMINISTRATION	1,138.70
		BLACKLINE MNTHLY SERVER MAINT	RECREATION / REC ADMINISTRATION	820.00
			CHECK TOTAL	2,323.05
74808	CHALLENGER SPORTS CORPORATION	SOCCER CAMP INSTR-SUMMER,2020	RECREATION / NEW GENERAL ATHLETIC PROGRAMS	320.00
			CHECK TOTAL	320.00
74809	CITY OF GENEVA	CITY WATER/SEWER-MOORE SPRAYPK	CORPORATE / MOORE SPRAY PARK	361.01
		CITY ELECTRIC-MOORE SPRAYPK	CORPORATE / MOORE SPRAY PARK	206.50
		CITY ELECTRIC-ESPING FLAG POLE	CORPORATE / PARKS ADMINISTRATION	21.52
		CITY ELECTRIC-OLD MILL PARK	CORPORATE / PARKS ADMINISTRATION	42.67
			CHECK TOTAL	631.70
74810	COM ED	COMED-MC POOL	RECREATION / MILL CREEK POOL	79.59
		COMED-PFP BALLFIELDS	RECREATION / ADULT SOFTBALL	400.26
			CHECK TOTAL	479.85
74811	CONSERV FS, INC.	UNLEADED FUEL	CORPORATE / PARKS ADMINISTRATION	507.74
		UNLEADED FUEL	RECREATION / REC ADMINISTRATION	56.42
		DIESEL FUEL	CORPORATE / PARKS ADMINISTRATION	215.04
		UNLEADED FUEL	CORPORATE / PARKS ADMINISTRATION	1,300.51
		UNLEADED FUEL	RECREATION / REC ADMINISTRATION	144.50
		DIESEL FUEL	CORPORATE / PARKS ADMINISTRATION	402.21
			CHECK TOTAL	2,626.42
74812	COMCAST CABLE	COMCAST-SCC INTERNET	RECREATION / REC ADMINISTRATION	276.35
		COMCAST-SPRC INTERNET/CABLE	RECREATION / SUNSET RACQUETBALL & FITNESS	547.24
		COMCAST-INTERNET/CABLE	RECREATION / SPRC	728.59
			CHECK TOTAL	1,552.18

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74813	COMPLIANCE SIGNS, INC.	ESPING PARK SIGNAGE	CORPORATE / PARKS ADMINISTRATION	106.03
			CHECK TOTAL	106.03
74814	CRANE MERCHANDISING SYSTEMS	SRFC VENDING MACHINE CC SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	8.95
		SPRC VENDING MACHINE CC SVC	RECREATION / SPRC	17.90
			CHECK TOTAL	26.85
74815	CULLIGAN TRI-CITY SWS, INC.	CULLIGAN MONTHLY WATER SVC	CORPORATE / PECK FARM	25.00
		CULLIGAN MONTHLY WATER SVC	RECREATION / SPRC	25.00
		CULLIGAN MONTHLY WATER SVC	RECREATION / REC ADMINISTRATION	41.00
			CHECK TOTAL	91.00
74816	ELEVATOR TECHNICIANS, INC.	OCT-NOV ELEVATOR MAINTENANCE	RECREATION / SPRC	176.50
			CHECK TOTAL	176.50
74817	FOX VALLEY SPECIAL RECREATION	INCLUSION HOURS-SEPTEMBER	SPECIAL RECREATION / SPECIAL RECREATION	665.83
			CHECK TOTAL	665.83
74818	FUN EXPRESS LLC	HALLOWEEN EVENT SPLYS	RECREATION / HALLOWEEN EVENT	283.53
			CHECK TOTAL	283.53
74819	W.W. GRAINGER CORP.	SHOP VAC FILTERS	CORPORATE / PARKS ADMINISTRATION	101.70
			CHECK TOTAL	101.70
74820	GROOT, INC.	REFUSE DISPOSAL-SCC	RECREATION / REC ADMINISTRATION	91.19
		REFUSE DISPOSAL-COMM GARDEN	CORPORATE / COMMUNITY GARDEN	323.00
		REFUSE DISPOSAL-SPRC	RECREATION / SPRC	125.00
		REFUSE DISPOSAL-WHLR PK	CORPORATE / PARKS ADMINISTRATION	359.95
			CHECK TOTAL	899.14
74821	HAWKINS, INC.	POOL CHEMICALS	RECREATION / SUNSET POOL	1,042.70
			CHECK TOTAL	1,042.70
74822	KEN HARRIS	PICKLEBALL INSTR FEE-FALL	RECREATION / FITNESS CENTER PROG- NEW BLDG	182.00
			CHECK TOTAL	182.00
74823	HOME DEPOT CREDIT SERVICE	FIBAR OPTIC SEALANT	CORPORATE / PARKS ADMINISTRATION	18.94
			CHECK TOTAL	18.94

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74824	LAKESHORE RECYCLING SYSTEM	PORTOLET SVC-WHLR PK	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-SKATE PARK	RECREATION / REC ADMINISTRATION	160.00
		PORTOLET SVC-ESPING PK	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-HARRISON STR SCHL	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-WESTERN AVE SCHL	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-FORNI PK	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-MC COMM PK	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-DRYDEN PK	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-MOORE PK	RECREATION / REC ADMINISTRATION	180.00
		PORTOLET SVC-PFP BALLFIELDS	RECREATION / REC ADMINISTRATION	160.00
		PORTOLET SVC-COMM GARDENS	CORPORATE / BIRTHDAY PARTIES - PECK FARM	90.00
		PORTOLET SVC-SPRC	RECREATION / REC ADMINISTRATION	90.00
			CHECK TOTAL	1,310.00
74825	ILLINOIS PUMP INC	2020 POOL PUMP WINTERIZATION	RECREATION / SUNSET POOL	950.00
			CHECK TOTAL	950.00
74826	INTERSTATE GAS SUPPLY, INC.	IGS-SPRC	RECREATION / SPRC	147.85
		IGS-POOL	RECREATION / SUNSET POOL	1,012.05
		IGS-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	52.09
		IGS-PFP HOUSE	CORPORATE / PECK FARM	4.97
		IGS-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	7.45
		IGS-SCC	RECREATION / REC ADMINISTRATION	11.91
			CHECK TOTAL	1,236.32
74827	KIRHOFFER'S SPORTS, INC.	YTH SOFTBALL UNIFORMS	RECREATION / GIRLS SOFTBALL	3,279.25
			CHECK TOTAL	3,279.25
74828	TRACY LAPSHIN	FENCING INSTR FEE-SUMMER	RECREATION / MARTIAL ARTS	400.00
		FENCING INSTR FEE-FALL	RECREATION / MARTIAL ARTS	400.00
			CHECK TOTAL	800.00
74829	LAUTERBACH & AMEN, LLP	FY19/20 ANNUAL AUDIT	AUDIT / AUDIT	2,000.00
			CHECK TOTAL	2,000.00
74830	LIFE FITNESS CORP.	FITNESS EQUIPMENT PART-CLUTCH	RECREATION / SPRC	47.88
			CHECK TOTAL	47.88

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TIME: 11:20:42
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GENEVA PARK DISTRICT
WARRANT NUMBER 101620

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FROM CHECK # 74799 TO CHECK # 74854

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74831	LISA LOMBARDI COACHING INC.	YOUR HIRED TEEN WORKSHOP 9/25	RECREATION / YOUTH	36.40
			CHECK TOTAL	36.40
74832	MARTENSON TURF PRODUCTS INC.	MARKING PAINT FOR BALLFIELDS	RECREATION / FIELD MAINTENANCE	510.00
		ROUNDUP FOR WEED CONTROL	CORPORATE / PARKS ADMINISTRATION	163.66
		INFIELD CONDITIONER	RECREATION / FIELD MAINTENANCE	436.20
			CHECK TOTAL	1,109.86
74833	MENARDS	ANCHORS-PFP KIOSK	CORPORATE / PECK FARM	61.04
		SOCKET EXTENSION	CORPORATE / PARKS ADMINISTRATION	8.98
		PUMP RM RPRS-FIBERGLASS PANELS	RECREATION / MILL CREEK POOL	182.28
		BATTERIES	RECREATION / SPRC	27.96
		BLANK OUTLET PLATE	RECREATION / SPRC	0.35
		TOP SOIL	CORPORATE / PECK FARM	15.70
		HAND SPRAYER	RECREATION / REC ADMINISTRATION	9.98
		PECK NORTH SIGN-WASHERS	CORPORATE / PARKS ADMINISTRATION	4.67
		BOLTS FOR MOWERS	CORPORATE / PARKS ADMINISTRATION	8.78
		ELECTRICAL SWITCH	CORPORATE / PECK FARM	2.94
		EYE BOLTS, ANTIFREEZE	RECREATION / MILL CREEK POOL	12.85
		3-IN-1 OIL	RECREATION / SPRC	5.94
		PAINT-PKING LOT POLE	RECREATION / SUNSET RACQUETBALL & FITNESS	30.94
		FUEL FOR 2 CYCLE ENGINES	CORPORATE / PARKS ADMINISTRATION	39.94
		BENCH SHARPENER	CORPORATE / PARKS ADMINISTRATION	104.98
			CHECK TOTAL	517.33
74834	MIDWEST GROUNDCOVERS CORP	PLANTS-SCC MARQUEE SIGN	CORPORATE / PARKS ADMINISTRATION	341.70
		STONE CREEK MG PLANTINGS	CORPORATE / PARKS ADMINISTRATION	215.85
			CHECK TOTAL	557.55
74835	NATURESCAPE DESIGN INC.	MOORE SPRAY PARK WINTERIZATION	CORPORATE / MOORE SPRAY PARK	980.00
			CHECK TOTAL	980.00
74836	NEXT GENERATION, INC	HUSTLE SMORE 5K RACE SHIRTS	RECREATION / HARVEST HUSTLE	473.76
			CHECK TOTAL	473.76
74837	NICOR GAS	NICOR-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	154.77
		NICOR-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	172.81
		NICOR-WHLR HUT	CORPORATE / PARKS ADMINISTRATION	50.42

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GENEVA PARK DISTRICT
WARRANT NUMBER 101620

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FROM CHECK # 74799 TO CHECK # 74854

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74837	NICOR GAS	NICOR-PFP HOUSE	CORPORATE / PECK FARM	52.98
		NICOR-PFP BARN	CORPORATE / PECK FARM	38.15
		NICOR-PFP MAINT	CORPORATE / PECK FARM	57.75
		NICOR-SCC	RECREATION / REC ADMINISTRATION	193.19
		NICOR-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	80.52
		NICOR-SUNSET POOL	RECREATION / SUNSET POOL	454.91
		NICOR-SPRC	RECREATION / SPRC	250.94
			CHECK TOTAL	1,506.44
74838	NORTH AMERICAN CORP	SANITATION SPLYS	CORPORATE / PARKS ADMINISTRATION	596.03
		SANITATION SPLYS	CORPORATE / PECK FARM	75.89
		BOWL BRUSH	CORPORATE / PARKS ADMINISTRATION	3.28
			CHECK TOTAL	675.20
74839	NUTOYS LEISURE PRODUCTS INC	CABLES FOR PLAYGROUND EQUIP	CORPORATE / PARKS ADMINISTRATION	124.00
			CHECK TOTAL	124.00
74840	OFFICE DEPOT	MECHANICAL PENCILS	CORPORATE / PECK FARM	5.99
		BINDERS,TABS,PLASTIC TUBS	CORPORATE / PARKS ADMINISTRATION	70.19
		BINDERS,TABS,PLASTIC TUBS	RECREATION / REC ADMINISTRATION	70.19
			CHECK TOTAL	146.37
74841	PDRMA	PDRMA QTRLY LIABILITY INS	LIABILITY INSURANCE / LIABILITY INSURANCE	40,062.18
		PDRMA HEALTH INSURANCE	CORPORATE / PARKS ADMINISTRATION	26,517.84
		PDRMA HEALTH INSURANCE	RECREATION / REC ADMINISTRATION	26,313.19
		PDRMA LIFE INSURANCE	CORPORATE / ADMINISTRATIVE	191.39
			CHECK TOTAL	93,084.60
74842	PLAYPOWER LT FARMINGTON	ISLAND PK PLAYGROUND REPAIR	CORPORATE / PARKS ADMINISTRATION	360.85
		HARDWARE FOR SLIDES	CORPORATE / PARKS ADMINISTRATION	29.47
			CHECK TOTAL	390.32
74843	TRACKER SOFTWARE CORPORATION,	PUBWORKS ANNUAL MAINT SUPPORT	CORPORATE / PARKS ADMINISTRATION	5,050.00
			CHECK TOTAL	5,050.00
74844	ROCK'N'KIDS, INC	KID ROCK INSTR FEE-FALL	RECREATION / TODDLERS	900.00
			CHECK TOTAL	900.00

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ID: AP490000.WOW

GENEVA PARK DISTRICT
WARRANT NUMBER 101620

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FROM CHECK # 74799 TO CHECK # 74854

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74845	SAFETY TRAINING ASSOC. CORP.	ADULT AED SMART PADS	RECREATION / REC ADMINISTRATION	472.00
			CHECK TOTAL	472.00
74846	SHAW MEDIA	NEWSPAPER ADVERTISING	RECREATION / REC ADMINISTRATION	200.00
		LEGAL NOTICE-AUDIT REPORT	CORPORATE / PARKS ADMINISTRATION	27.47
		LEGAL NOTICE-AUDIT REPORT	RECREATION / REC ADMINISTRATION	27.47
			CHECK TOTAL	254.94
74847	SHAZAM RACING	SHAZAM TIMING SVC FEE	RECREATION / HARVEST HUSTLE	1,253.25
			CHECK TOTAL	1,253.25
74848	SUBURBAN TIRE AUTO CARE CENTER	ALIGNMENT & TIRES FOR REC VAN	CORPORATE / PARKS ADMINISTRATION	522.28
			CHECK TOTAL	522.28
74849	SUNBURST SPORTSWEAR	VOLUNTEERS UNIFORMS	CORPORATE / PECK FARM	663.80
			CHECK TOTAL	663.80
74850	T.J. OFFICIAL FINDERS	OFFICIALS 9/7-9/20	RECREATION / GIRLS SOFTBALL	264.00
		OFFICIALS 9/7-9/20	RECREATION / ADULT SOFTBALL	350.00
			CHECK TOTAL	614.00
74851	UNIQUE PRODUCTS	HANDHELD SANTIZER SPRAYER	RECREATION / REC ADMINISTRATION	1,798.46
		4-1 GALLON SANITIZER-COVID	CORPORATE / PARKS ADMINISTRATION	148.50
		55 GAL DRUM SANITIZER-COVID	CORPORATE / PARKS ADMINISTRATION	1,268.58
			CHECK TOTAL	3,215.54
74852	FRANK VAN AELST & ASSOC INC	MONTHLY ACCOUNTING SVC	RECREATION / REC ADMINISTRATION	425.00
		MONTHLY ACCOUNTING SVC	CORPORATE / PARKS ADMINISTRATION	425.00
			CHECK TOTAL	850.00
74853	WILD GOOSE CHASE, INC.	MONTHLY GOOSE CONTROL-OCTOBER	CORPORATE / PARKS ADMINISTRATION	975.00
			CHECK TOTAL	975.00
74854	NORA WICKMAN	PH38 BEAUTY & BEAST PROP SPLYS	RECREATION / PLAYHOUSE 38	135.72
			CHECK TOTAL	135.72
			WARRANT TOTAL	142,621.75

DATE: 10/08/20
TIME: 15:45:09
ID: AP490000.WOW

GENEVA PARK DISTRICT
WARRANT NUMBER 100820

CONSTRUCTION PAID

FROM CHECK # 115302 TO CHECK # 115306

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
115302	AQUAJAY LTD.	SUNSET POOL-PLUNGE REPAIR	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	1,351.28
			CHECK TOTAL	1,351.28
115303	CHASE CARD SERVICES	ADOBE SOFTWARE SUBSCRIPTION	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	1,274.74
		PFP RED BARN DOOR-WINDOW RPR	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	184.00
		MINI IPAD-PRESCHOOL	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	349.99
		IPAD CASE AND GLASS PROTECTOR	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	23.98
			CHECK TOTAL	1,832.71
115304	ENGINEERING RESOURCE ASSOC.INC	SCC PKING LOT PROJ-ENG FEES	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	2,500.00
			CHECK TOTAL	2,500.00
115305	MENARDS	PFP 3-SIDED BARN LIGHTS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	141.86
			CHECK TOTAL	141.86
115306	NOVA COMMUNICATIONS, INC.	PART FOR MINI GOLF PHONE	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	32.40
			CHECK TOTAL	32.40
			WARRANT TOTAL	5,858.25

DATE: 10/14/20
TIME: 12:46:40
ID: AP490000.WOW

GENEVA PARK DISTRICT
WARRANT NUMBER 101320

CONSTRUCTION UNPAID

FROM CHECK # 115307 TO CHECK # 115315

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
115307	ANCEL GLINK DIAMOND BUSH &	MISC LEGAL MATTERS-SEPT.	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	361.25
			CHECK TOTAL	361.25
115308	BLACK LINE FOX VALLEY LLC	BLACKLINE BACKUP STORAGE	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	615.50
			CHECK TOTAL	615.50
115309	EVANS & SON BLACKTOP, INC.	SPRC PARKING LOT SPEED BUMP	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	3,361.00
		PFP NORTH TRAIL ASPHALT PATCH	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	2,000.00
			CHECK TOTAL	5,361.00
115310	HACIENDA LANDSCAPING INC	PFP NORTH OSLAD PAYMENT #6	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	180,861.27
			CHECK TOTAL	180,861.27
115311	MENARDS	SCC FIBER OPTIC INSTALLATION	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	53.15
		ELECTRICAL REPAIR PARTS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	20.08
			CHECK TOTAL	73.23
115312	PRIME CONSTRUCTION	PFP HOUSE DRIVEWAY REPAIRED	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	7,700.00
			CHECK TOTAL	7,700.00
115313	REHM ELECTRIC SHOP INC.	SUNSET POOL SUMP PUMP REPAIR	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	681.03
			CHECK TOTAL	681.03
115314	TEAM REIL, INC.	MARJORIE MURRAY PK REPAIRS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	2,054.00
			CHECK TOTAL	2,054.00
115315	UPLAND DESIGN LTD	PFP NORTH OSLAD PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	3,864.22
			CHECK TOTAL	3,864.22
			WARRANT TOTAL	201,571.50

Geneva Park District Board Meeting

Superintendent of Finance and Personnel Report

Submitted by Christy Powell

October 19, 2020

Monthly Reports

Attached is the September Investment Report, Revenue & Expenditure Reports and quarterly debt service report for your review.

1st Draft of 2020 Tax Levy Ordinance (#2020-07)

The first draft of the 2020 Tax Levy Ordinance is included in your packets for review. The ordinance is scheduled for approval at the December board meeting and the ordinance must be filed with the Kane County Clerk before the last Tuesday in December.

As you may recall, we estimate new growth high which translates into a much higher tax levy to ensure that any new growth is captured. Because we are limited by the tax cap this levy will be reduced by the County to an increase of 2.3% (2019 CPI) over the prior year's tax extension in addition to any new growth. I will review this document at the meeting as well as the impact on resident tax bills.

Kane County Cares Grant and FEMA Grant Update

I am still awaiting notification from Kane County regarding the Geneva Park District Cares Act Grant application. My contact at the County is now indicating it could be the end of October before funds are awarded and an IGA with the County is provided. As discussed at the last board meeting, this will most likely require a special meeting to approve the IGA with the County. The FEMA grant has been submitted and status is listed as pending awaiting review by FEMA.

GENEVA PARK DISTRICT

Blended Rate

0.68%

INVESTMENTS

September 30, 2020

General Account

Checking Account	Harris Bank Checking	\$	263,256.07	0.20%	Upcoming Bond Payments:		
MM Acct.	Harris Bank Money Market	\$	6,383,713.90	0.20%	Rec 2014	12/15/20	\$ 1,157,570
		\$	6,646,969.97		Ltd B&I 2019	12/15/20	\$ 825,133
Total						\$	1,982,703
MBS CD	9 mos Wells Fargo Bank	\$	100,000.00	1.70%	10/19/20		
MBS CD	8 mos Goldman Sachs	\$	25,000.00	1.42%	11/25/20		
MBS CD	8 mos Synchrony Bk	\$	50,000.00	1.49%	11/27/20		
MBS CD	9 mos American Express	\$	100,000.00	1.47%	12/16/20		
MBS CD	12 mos Morgan Stanley Bank	\$	100,000.00	1.70%	01/15/21		
MBS CD	11 mos Kessler Fed Cr Un	\$	100,000.00	1.49%	02/26/21		
CD	12 mos State Bank of Geneva	\$	68,815.67	0.75%	06/09/21		
IPDLAF	IPDLAF	\$	10,367.52	0.02%			
IMET	Convenience Fund		2,189,685.20	0.33%			
IMET	1-3 Year Fund		591,605.80	3.52%			
	TOTAL	\$	3,335,474.19				
	Grand Total General	\$	9,982,444.16				

Construction Account

Harris Checking	Harris Bank Checking	\$	203,778.62	0.20%			
Harris MM	Harris Money Market	\$	1,113,219.71	0.20%			
		\$	1,316,998.33				
CBA	Harris Trust & Savings Bank	\$	854,000.00	0.00%	Compensating Balance Account		
GPD Bonds	S2019 Limited Bonds	\$	813,340.00	2.89%	12/15/20		
CD	State Bank of Geneva	\$	12,554.02	0.75%	06/09/20		
IPDLAF	IPDLAF	\$	4,367.44	0.02%			
IMET	Convenience Fund		6,457.50	0.33%			
IMET	1-3 Year Fund		223,963.96	3.52%			
	SUBTOTAL	\$	1,914,682.92				
	Grand Total Construction	\$	3,231,681.25				

GPD/GSD304 Western Ave. Gym

CD	21 mo U.S. Bank	\$	141,338.62	1.55%	11/14/20		
	GPD Portion of CD	\$	70,669.31				

GPD/GSD304 Harrison St. Gym

CD	21 mo U.S. Bank	\$	91,114.72	1.55%	11/14/20		
	GPD Portion of CD	\$	45,557.36				

Notes: All investments are fully collateralized (>110%) and/or covered by FDIC and/or invested in fully guaranteed US Back Government Securities per the Park District's Investment Policy.

**Geneva Park District
Revenue and Expenditure Report
For September 30, 2020**

Monthly % of Annual Budget

42%

	Sep Actual	YTD Actual	Annual Budget	% of Budget	
GENERAL FUND REVENUES					
Real Estate Taxes	\$ 1,750,645	\$ 3,909,233	\$ 3,890,000	100%	(a)
Replacement Taxes	-	14,704	30,000	49%	
Investment Income	2,109	8,976	6,500	138%	
Reimbursements	3,649	3,763	8,500	44%	
Rentals & Leases	200	875	5,000	18%	
Peck Farm Receipts	5,741	13,263	26,000	51%	
Camp Coyote- Peck Farm Camp	-	-	35,000	0%	(b)
Camp Adventure - Peck Farm Camp	-	-	18,000	0%	(b)
Birthday Parties- Peck Farm	-	-	9,000	0%	
Learn from the Experts- Peck Farm	380	380	9,000	4%	
Peck Farm General Programs	1,663	4,282	16,000	27%	
Community Garden	-	4,650	5,000	93%	
Peck Farm School/Scout Groups	72	72	7,500	1%	
Total Revenues	\$ 1,764,460	\$ 3,960,199	\$ 4,065,500	97%	
GENERAL FUND EXPENDITURES					
Administration	\$ 158,654	\$ 873,688	\$ 3,885,050	22%	
Peck Farm	8,182	35,719	115,750	31%	
Camp Coyote- Peck Farm Camp	-	-	22,500	0%	
Camp Adventure- Peck Farm Camp	-	-	11,350	0%	
Birthday Parties- Peck Farm	-	-	3,800	0%	
Learn from the Experts- Peck Farm	50	50	7,000	1%	
Peck Farm General Programs	2,235	2,250	5,000	45%	
Community Garden	727	2,681	4,400	61%	
Peck Farm School/Scout Groups	-	-	600	0%	
Moore Spray Park	749	2,649	10,050	26%	
Total Expenditures	\$ 170,596	\$ 917,037	\$ 4,065,500	23%	
Total General Fund Net Surplus (Deficit)	\$ 1,593,864	\$ 3,043,162	\$ -	n/a	

**Geneva Park District
Revenue and Expenditure Report
For September 30, 2020**

Monthly % of Annual Budget

42%

	Sep Actual	YTD Actual	Annual Budget	% of Budget	
RECREATION FUND REVENUES					
Real Estate Taxes	\$ 710,425	\$ 1,586,397	\$ 1,575,000	101%	(a)
Replacement Taxes	-	14,704	30,000	49%	
Investment Income	2,109	8,976	6,500	138%	
Public Information- Advertising & Sponsorships	-	5,650	14,000	40%	
Community Center Rentals	280	3,260	9,000	36%	
General Recreation	275	35,399	234,500	15%	
Playhouse 38	1,189	11,674	83,700	14%	
Preschool/ Toddler	36,425	70,709	385,000	18%	(c)
Active Older Adults	43	(809)	28,000	-3%	
Dance	3,056	21,181	132,850	16%	
Camps	-	157,401	355,000	44%	(b)
Contracted & Co-op	200	1,912	15,200	13%	
Special Events	5,959	23,535	75,100	31%	
Tennis	585	19,974	16,500	121%	
Tumbling/ Gymnastics/Cheerleading	(191)	9,435	166,700	6%	
Baseball/ Softball	750	28,396	64,000	44%	
General Athletics	16,543	64,201	369,900	17%	
Sunset Racquetball & Fitness	7,573	18,502	212,750	9%	
Pool	2,754	170,460	602,300	28%	(d)
Mini Golf	9,010	71,163	98,500	72%	
After School Programs	38,316	57,094	870,000	7%	(e)
Scholarships	-	295	7,000	4%	(f)
SPRC	28,055	62,657	685,750	9%	
Total Revenues	\$ 863,356	\$ 2,442,167	\$ 6,037,250	40%	
RECREATION FUND EXPENDITURES					
Administration	\$ 107,799	\$ 530,382	\$ 2,386,190	22%	
Public Information	-	17,237	144,500	12%	
Community Center Rentals	-	248	1,500	17%	
General Recreation	2,768	9,125	116,500	8%	
Playhouse 38	6,028	19,313	75,050	26%	
Preschool/ Toddler	18,298	55,549	351,400	16%	
Active Older Adults	-	100	19,000	1%	
Dance	660	1,727	67,450	3%	
Camps	10,470	131,465	273,600	48%	
Contracted & Co-op	-	-	11,100	0%	
Special Events	3,179	8,238	52,875	16%	
Tennis	-	10,653	11,000	97%	
Tumbling/ Gymnastics/Cheerleading	1,453	3,067	107,500	3%	
Baseball/ Softball	3,396	6,515	26,450	25%	
General Athletics	6,852	7,972	236,425	3%	
Ice Rinks	-	-	-	0%	
Gymnasiums	2,676	9,646	52,500	18%	
Sunset Racquetball & Fitness	8,422	32,514	139,560	23%	
Pool	39,346	230,377	575,900	40%	
Mini Golf	5,830	32,138	37,500	86%	
After School Programs	22,265	75,446	810,650	9%	
Scholarships	-	(408)	7,000	-6%	(f)
SPRC	28,561	122,058	533,600	23%	
Total Expenditures	\$ 268,003	\$ 1,303,362	\$ 6,037,250	22%	
Total Recreation Fund Net Surplus (Deficit)	\$ 595,353	\$ 1,138,806	\$ -	n/a	

Geneva Park District
Revenue and Expenditure Report
For September 30, 2020

Monthly % of Annual Budget

42%

	Sep Actual	YTD Actual	Annual Budget	% of Budget	
LIABILITY FUND REVENUES					
Real Estate Taxes	\$ 74,399	\$ 166,134	\$ 167,000	99%	(a)
Replacement Taxes	-	2,451	5,000	49%	
Investment Income	21	104	250	42%	
PDRMA Reimbursements	-	-	1,500	0%	
Transfers	-	-	71,250	0%	
Total Revenues	\$ 74,419	\$ 168,689	\$ 245,000	69%	
LIABILITY FUND EXPENDITURES					
Liability Insurance	\$ -	\$ 40,062	\$ 165,000	24%	(g)
State Unemployment	-	-	80,000	0%	
Total Expenditures	\$ -	\$ 40,062	\$ 245,000	16%	
Total Liability Fund Net Surplus (Deficit)	\$ 74,419	\$ 128,626	\$ -	n/a	

IMRF FUND REVENUES					
Real Estate Taxes	\$ 80,431	\$ 179,605	\$ 180,000	100%	(a)
Replacement Taxes	-	8,822	18,000	49%	
Investment Income	125	625	1,500	42%	
Transfer from Recreation Programs & Fund Balance	-	-	130,500	0%	
Total Revenues	\$ 80,556	\$ 189,052	\$ 330,000	57%	
IMRF FUND EXPENDITURES					
IMRF Expense	\$ 20,721	\$ 111,218	\$ 330,000	34%	
Total Expenditures	\$ 20,721	\$ 111,218	\$ 330,000	34%	
Total IMRF Fund Net Surplus (Deficit)	\$ 59,836	\$ 77,835	\$ -	n/a	

AUDIT FUND REVENUES					
Real Estate Taxes	\$ 4,730	\$ 10,563	\$ 10,100	105%	(a)
Replacement Taxes	\$ -	\$ 1,470	3,000	49%	
Transfer from Fund Balance	-	-	-	n/a	
Total Revenues	\$ 4,730	\$ 12,033	\$ 13,100	92%	
AUDIT FUND EXPENDITURES					
Audit Expense	\$ -	\$ 11,100	\$ 13,100	85%	
Total Expenditures	\$ -	\$ 11,100	\$ 13,100	85%	
Total Audit Fund Net Surplus (Deficit)	\$ 4,730	\$ 933	\$ -	n/a	

SOCIAL SECURITY FUND REVENUES					
Real Estate Taxes	\$ 156,139	\$ 348,662	\$ 323,500	108%	(a)
Replacement Taxes	-	6,372	13,000	49%	
Investment Income	208	1,042	2,500	42%	
Transfer from Recreation Programs	-	-	25,000	0%	
Transfer from Fund Balance	-	-	-	0%	
Total Revenues	\$ 156,347	\$ 356,076	\$ 364,000	98%	
SOCIAL SECURITY FUND EXPENDITURES					
FICA/ Medicare	\$ 22,000	\$ 121,747	\$ 364,000	33%	
Total Expenditures	\$ 22,000	\$ 121,747	\$ 364,000	33%	
Total Social Security Fund Net Surplus (Deficit)	\$ 134,347	\$ 234,328	\$ -	n/a	

Geneva Park District
Revenue and Expenditure Report
For September 30, 2020

Monthly % of Annual Budget

42%

	Sep Actual	YTD Actual	Annual Budget	% of Budget
FVSRA FUND REVENUES				
Real Estate Taxes	\$ 251,251	\$ 561,049	\$ 560,000	100%
Transfer from Fund Balance	-	-	200,000	0% (a)
Total Revenues	\$ 251,251	\$ 561,049	\$ 760,000	74%
FVSRA FUND EXPENDITURES				
Contractual Services	\$ 9,625	\$ 10,774	\$ 55,000	20%
ADA Structural Improvements	100	100	442,547	0%
FVSRA- Program Payments	-	131,226	262,453	50% (h)
Total Expenditures	\$ 9,725	\$ 142,100	\$ 760,000	19%
Total FVSRA Fund Net Surplus (Deficit)	\$ 241,525	\$ 418,949	\$ -	n/a
BOND & INTEREST FUND REVENUES				
Real Estate Taxes	\$ 327,591	\$ 832,006	\$ 836,927	99% (a)
Total Revenues	\$ 327,591	\$ 832,006	\$ 836,927	99%
BOND & INTEREST FUND EXPENDITURES				
Bond Payments	\$ -	\$ 11,793	\$ 836,927	1% (i)
Total Expenditures	\$ -	\$ 11,793	\$ 836,927	1%
Total Bond & Interest Fund Net Surplus (Deficit)	\$ 327,591	\$ 820,212	\$ -	n/a
CONSTRUCTION FUND REVENUES				
Reimbursements	\$ 7,000	\$ 7,364	\$ 75,000	10%
Bond Issue	-	-	1,647,098	0%
Farming Revenue	-	-	1,000	0%
Grant Revenue	-	168,994	200,000	84%
Donations	-	8,000	10,000	80%
Land Cash Revenue	-	46,135	50,000	92%
Investment Income	493	13,985	10,000	140%
Audit Transfer	-	-	1,400,000	0%
Total Revenues	\$ 7,493	\$ 244,478	\$ 3,393,098	7%
CONSTRUCTION FUND EXPENDITURES				
Planning/ Architect/ Engineering	\$ 9,831	\$ 29,578	\$ 342,000	9%
Buildings & Improvements	39,673	86,593	795,000	11%
Parks/ Playground Improvements/ Acquisitions	3,226	979,332	2,613,139	37%
Landscaping & Groundskeeping	-	13,379	50,000	27%
Operating Equipment & Vehicles	4,577	115,952	220,021	53%
Recreation Equipment/ Repairs	-	-	3,000	0%
Emergency Repairs/ Replacements	1,704	10,479	81,090	13%
Total Expenditures	\$ 59,011	\$ 1,235,311	\$ 4,104,250	30%
Total Construction Fund Net Surplus (Deficit)	\$ (51,518)	\$ (990,832)	\$ (711,152)	n/a

(a) Majority of real estate taxes are received in the months of June and September.

(b) All camp revenue collected in Mar & Apr of 2020, the prior fiscal year, for camps held in the Summer of 2020 have been accrued and recognized as revenue in May 2020. Likewise, revenue collected in Mar & Apr 2021 will be deferred until FY2021-22.

(c) Program revenue for the Preschool program is received during the school year Sep - May. Whereas expenditures remain level throughout the year.

(d) Pool Membership Pass revenue collected in Mar & Apr of 2020, the prior fiscal year, for Summer 2020 have been accrued and recognized as revenue. Likewise, membership pass revenue collected in Mar & Apr of 2021 will be deferred until FY2021-22.

(e) Revenue for the before and after school program is received during the school year Sep thru Apr.

(f) A large majority of this revenue is received from proceeds from the Harvest Hustle. Expenditures are recorded thru out the year to reflect program expense whereby scholarship participants have participated throughout the year.

(g) Payments for liability insurance are made on a quarterly basis in the months of July, October, January and April

(h) FVSRA payments are scheduled to be made in the months of June and November.

Geneva Park District
Revenue and Expenditure Report
For September 30, 2020

Monthly % of Annual Budget 42%

	Sep Actual	YTD Actual	Annual Budget	% of Budget
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(i) Bond payments are made in the months of June and December.

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GENEVA PARK DISTRICT
DETAILED REVENUE & EXPENSE REPORT
MONTH ACTUAL W/FYTD AND FY BUDGET W/\$ REMAINING

PAGE: 1
F-YR: 21

FUND: RECREATION
FOR 5 PERIODS ENDING SEPTEMBER 30, 2020

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING

PLAYHOUSE 38					
REVENUES					
RECEIPTS					
02-2313-4-0000-11	PROGRAM FEES	1,179.00	9,969.25	46,000.00	36,030.75
02-2313-4-0000-23	TICKET SALES	10.00	1,492.60	33,500.00	32,007.40
02-2313-4-0000-39	SPONSORSHIP / ADVERTISING FEES	0.00	0.00	1,000.00	1,000.00
02-2313-4-0000-77	CONCESSIONS	0.00	212.00	3,200.00	2,988.00

TOTAL RECEIPTS		1,189.00	11,673.85	83,700.00	72,026.15
SALARIES & WAGES					
02-2313-5-0000-10	SALARIES & WAGES	1,155.14	4,279.49	28,000.00	23,720.51

TOTAL SALARIES & WAGES		1,155.14	4,279.49	28,000.00	23,720.51
CONTRACTUAL SERVICES					
02-2313-6-0000-05	WATER & SEWER	0.00	0.00	0.00	0.00
02-2313-6-0000-06	NATURAL GAS	81.36	204.73	700.00	495.27
02-2313-6-0000-07	ELECTRIC	112.01	439.10	1,500.00	1,060.90
02-2313-6-0000-09	ADVERTISING & PRINTING	0.00	0.00	250.00	250.00
02-2313-6-0000-11	PROFESSIONAL SERVICES	432.15	1,340.75	11,000.00	9,659.25
02-2313-6-0000-12	RENTAL FEES	4,236.00	12,708.00	25,500.00	12,792.00

TOTAL CONTRACTUAL SERVICES		4,861.52	14,692.58	38,950.00	24,257.42
COMMODITIES					
02-2313-7-0000-01	OFFICE SUPPLIES	0.00	0.00	0.00	0.00
02-2313-7-0000-18	CLOTHING	0.00	0.00	100.00	100.00
02-2313-7-0000-25	PROGRAM OPERATING SUPPLIES	4.66	324.05	6,500.00	6,175.95
02-2313-7-0000-28	CONCESSION SUPPLIES	7.10	16.67	1,500.00	1,483.33

TOTAL COMMODITIES		11.76	340.72	8,100.00	7,759.28
MAINTENANCE / CAPITAL					
02-2313-8-0000-23	EQUIPMENT	0.00	0.00	0.00	0.00

TOTAL MAINTENANCE / CAPITAL		0.00	0.00	0.00	0.00
TOTAL REVENUES: PLAYHOUSE 38		1,189.00	11,673.85	83,700.00	72,026.15
EXPENSES					
DEPT. SUMMARY:					
TOTAL REVENUE		1,189.00	11,673.85	83,700.00	72,026.15
TOTAL EXPENSE		6,028.42	19,312.79	75,050.00	55,737.21
NET SURPLUS (DEFICIT)		(4,839.42)	(7,638.94)	8,650.00	16,288.94

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GENEVA PARK DISTRICT
DETAILED REVENUE & EXPENSE REPORT
MONTH ACTUAL W/FYTD AND FY BUDGET W/\$ REMAINING

FUND: RECREATION					
FOR 5 PERIODS ENDING SEPTEMBER 30, 2020					
ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING

TOTAL FUND REVENUES		1,189.00	11,673.85	83,700.00	72,026.15
TOTAL FUND EXPENSES		6,028.42	19,312.79	75,050.00	55,737.21
FUND SURPLUS (DEFICIT)		(4,839.42)	(7,638.94)	8,650.00	16,288.94

PAGE: 1
F-YR: 21

FUND: CORPORATE

REVENUES				
RECEIPTS	1,463	47,072	132,583	85,510
EXPENSES				

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

FUND: CORPORATE
FOR 5 PERIODS ENDING 30, 2020

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING

GENERAL RECREATION					
	SALARIES / WAGES	3,523	12,523	47,583	35,060
	CONTRACTUAL SERVICES	5,221	15,427	27,208	11,780
	COMMODITIES	51	486	5,020	4,534
	MAINTENANCE / CAPITAL INVEST.	0	0	0	0
	TOTAL EXPENSES: GENERAL RECREATION	8,796	28,437	79,812	51,374

	NET SURPLUS (DEFICIT)	(7,332)	18,635	52,771	34,136
PRESCHOOL					
REVENUES					
	RECEIPTS	36,425	70,709	160,416	89,707
EXPENSES					
	SALARIES / WAGES	17,832	54,400	128,333	73,932
	CONTRACTUAL SERVICES	0	398	14,999	14,601
	COMMODITIES	465	750	2,833	2,082
	MAINTENANCE / CAPITAL INVEST.	0	0	249	0
	TOTAL EXPENSES: PRESCHOOL	18,298	55,549	146,416	90,867

	NET SURPLUS (DEFICIT)	18,127	15,160	14,000	(1,160)
ACTIVE OLDER ADULTS					
REVENUES					
	RECEIPTS	43	(809)	11,666	12,475
EXPENSES					
	SALARIES / WAGES	0	0	2,916	0
	CONTRACTUAL SERVICES	0	100	4,999	4,899
	COMMODITIES	0	0	0	0
	TOTAL EXPENSES: ACTIVE OLDER ADULTS	0	100	7,916	7,816

	NET SURPLUS (DEFICIT)	43	(909)	3,750	4,659
DANCE					
REVENUES					
	RECEIPTS	3,056	21,181	55,353	34,172
EXPENSES					
	SALARIES / WAGES	659	1,727	14,041	12,314
	CONTRACTUAL SERVICES	0	0	2,999	0
	COMMODITIES	0	0	11,062	0
	TOTAL EXPENSES: DANCE	659	1,727	28,103	26,376

	NET SURPLUS (DEFICIT)	2,396	19,454	27,250	7,795
CAMPS					
REVENUES					
	RECEIPTS	0	157,401	147,916	(9,484)
EXPENSES					

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		30, 2020	
		FOR 5 PERIODS ENDING			
ACCOUNT		SEPTEMBER	FISCAL	FISCAL	\$
NUMBER	DESCRIPTION	ACTUAL	YEAR-TO-DATE	YEAR	REMAINING
			ACUAL	BUDGET	

CAMPS					
	SALARIES / WAGES	10,470	128,438	87,499	(40,938)
	CONTRACTUAL SERVICES	0	0	21,395	0
	COMMODITIES	0	3,026	5,103	2,077
	TOTAL EXPENSES: CAMPS	10,470	131,465	113,999	(17,465)
	NET SURPLUS (DEFICIT)	(10,470)	25,935	33,916	7,981

CONTRACTED					
	REVENUES				
	RECEIPTS	0	1,375	5,083	3,708
	EXPENSES				
	CONTRACTUAL SERVICES	0	0	3,416	0
	NET SURPLUS (DEFICIT)	0	1,375	1,666	291

CO-OPS					
	REVENUES				
	RECEIPTS	200	537	1,250	713
	RECEIPTS	200	537	1,250	713
	EXPENSES				
	CONTRACTUAL SERVICES	0	0	1,208	0
	TOTAL EXPENSES: CO-OPS	0	0	1,208	0
	NET SURPLUS (DEFICIT)	200	537	41	(495)

SPECIAL EVENTS					
	REVENUES				
	RECEIPTS	5,959	23,535	31,291	7,756
	RECEIPTS	5,959	23,535	31,291	7,756
	SALARIES / WAGES	0	0	624	0
	CONTRACTUAL SERVICES	275	3,275	7,562	4,287
	COMMODITIES	2,903	4,963	13,343	8,380
	--- UNDEFINED CODE ---	0	0	500	0
	NET SURPLUS (DEFICIT)	2,780	15,296	9,260	(6,036)

TENNIS					
	REVENUES				
	RECEIPTS	585	19,973	6,875	(13,098)
	RECEIPTS	585	19,973	6,875	(13,098)
	EXPENSES				

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		30, 2020	
		FOR 5 PERIODS ENDING			
ACCOUNT		SEPTEMBER	FISCAL	FISCAL	\$
NUMBER	DESCRIPTION	ACTUAL	YEAR-TO-DATE	YEAR	REMAINING
		ACUAL	ACUAL	BUDGET	

TENNIS					
	SALARIES / WAGES	0	0	0	0
	CONTRACTUAL SERVICES	0	10,652	4,583	(6,069)
	TOTAL EXPENSES: TENNIS	0	10,652	4,583	(6,069)
NET SURPLUS (DEFICIT)		585	9,320	2,291	(7,029)

GYMNASTICS/TUMBLING					
REVENUES					
	RECEIPTS	(191)	9,435	69,458	60,023
	RECEIPTS	(191)	9,435	69,458	60,023
EXPENSES					
	SALARIES / WAGES	1,452	3,066	38,333	35,266
	CONTRACTUAL SERVICES	0	0	4,083	0
	COMMODITIES	0	0	2,166	0
	MAINTENANCE / CAPITAL INVEST.	0	0	208	0
	TOTAL EXPENSES: GYMNASTICS/TUMBLING	1,452	3,066	44,791	41,724
NET SURPLUS (DEFICIT)		(1,643)	6,368	24,666	18,298

BASEBALL & SOFTBALL					
REVENUES					
	RECEIPTS	750	28,396	26,666	(1,729)
	RECEIPTS	750	28,396	26,666	(1,729)
EXPENSES					
	SALARIES / WAGES	583	1,033	1,666	632
	CONTRACTUAL SERVICES	1,392	2,867	3,791	924
	COMMODITIES	1,419	2,613	5,562	2,949
	EQUIPMENT REPAIR	0	0	0	0
	TOTAL EXPENSES: BASEBALL & SOFTBALL	3,395	6,514	11,020	4,506
NET SURPLUS (DEFICIT)		(2,645)	21,881	15,645	(6,235)

GENERAL ATHLETICS					
REVENUES					
	RECEIPTS	16,542	64,200	154,124	89,923
	RECEIPTS	16,542	64,200	154,124	89,923
EXPENSES					
	SALARIES / WAGES	69	732	22,208	21,475
	CONTRACTUAL SERVICES	6,783	7,182	73,187	66,005

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		30, 2020	
		FOR 5 PERIODS ENDING			
ACCOUNT			FISCAL	FISCAL	
NUMBER	DESCRIPTION	SEPTEMBER	YEAR-TO-DATE	YEAR	\$
		ACTUAL	ACUAL	BUDGET	REMAINING

GENERAL ATHLETICS					
	COMMODITIES	0	57	3,114	3,057
	TOTAL EXPENSES: GENERAL ATHLETICS	6,852	7,971	98,509	90,537
	NET SURPLUS (DEFICIT)	9,690	56,228	55,615	(613)

ICE RINKS					
	EXPENSES				
	SALARIES / WAGES	0	0	0	0
	COMMODITIES	0	0	0	0
	TOTAL EXPENSES: ICE RINKS	0	0	0	0
	NET SURPLUS (DEFICIT)	0	0	0	0

GYMNASIUMS					
	EXPENSES				
	SALARIES / WAGES	2,675	9,646	12,083	2,436
	CONTRACTUAL SERVICES	0	0	9,791	0
	TOTAL EXPENSES: GYMNASIUMS	2,675	9,646	21,874	12,228
	NET SURPLUS (DEFICIT)	(2,675)	(9,646)	(21,874)	(12,228)

FITNESS CENTER					
	REVENUES				
	RECEIPTS	7,572	18,502	88,645	70,143
	RECEIPTS	7,572	18,502	88,645	70,143
	EXPENSES				
	SALARIES / WAGES	6,251	21,495	35,208	13,712
	CONTRACTUAL SERVICES	1,932	10,157	15,256	5,098
	COMMODITIES	219	798	4,560	3,761
	MAINTENANCE / CAPITAL INVEST.	18	62	3,124	3,062
	TOTAL EXPENSES: FITNESS CENTER	8,422	32,514	58,149	25,635
	NET SURPLUS (DEFICIT)	(849)	(14,011)	30,495	44,507

POOL					
	REVENUES				
	RECEIPTS	2,753	170,460	250,957	80,497
	RECEIPTS	2,753	170,460	250,957	80,497
	EXPENSES				
	SALARIES / WAGES	20,362	157,529	166,749	9,220
	CONTRACTUAL SERVICES	18,063	51,929	42,270	(9,658)

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		30, 2020	
		FOR 5 PERIODS ENDING			
ACCOUNT			FISCAL	FISCAL	
NUMBER	DESCRIPTION	SEPTEMBER	YEAR-TO-DATE	YEAR	\$
		ACTUAL	ACUAL	BUDGET	REMAINING

POOL					
	COMMODITIES	603	17,723	27,645	9,921
	MAINTENANCE / CAPITAL INVEST.	317	3,194	3,291	96
	TOTAL EXPENSES: POOL	39,346	230,377	239,957	9,579
	NET SURPLUS (DEFICIT)	(36,592)	(59,917)	11,000	70,917

MINI GOLF					
REVENUES					
	RECEIPTS	9,010	71,162	41,041	(30,121)
	RECEIPTS	9,010	71,162	41,041	(30,121)
EXPENSES					
	SALARIES / WAGES	4,181	28,810	10,979	(17,831)
	CONTRACTUAL SERVICES	1,427	2,288	1,270	(1,018)
	COMMODITIES	206	942	3,270	2,328
	MAINTENANCE / CAPITAL INVEST.	13	96	104	8
	TOTAL EXPENSES: MINI GOLF	5,829	32,138	15,624	(16,513)
	NET SURPLUS (DEFICIT)	3,180	39,024	25,416	(13,607)

AFTER SCHOOL PROGRAMS					
REVENUES					
	RECEIPTS	38,315	57,389	365,416	308,027
	RECEIPTS	38,315	57,389	365,416	308,027
EXPENSES					
	SALARIES/WAGES	12,595	33,881	171,458	137,576
	CONTRACTUAL SERVICES	9,560	39,825	145,833	106,007
	COMMODITIES	109	1,738	19,479	17,741
	MAINTENANCE/CAPITAL INVESTMTS	0	(408)	3,916	4,324
	TOTAL EXPENSES: AFTER SCHOOL PROGRAMS	22,265	75,037	340,687	265,649
	NET SURPLUS (DEFICIT)	16,050	(17,647)	24,729	42,377

UNDEFINED GROUP					
REVENUES					
	RECEIPTS	28,055	62,657	285,728	223,071
	RECEIPTS	28,055	62,657	285,728	223,071
EXPENSES					
	SALARIES/ WAGES	19,253	71,599	137,208	65,608
	CONTRACTUAL SERVICES	8,882	47,759	66,708	18,948

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		30, 2020	
		FOR 5 PERIODS ENDING			
ACCOUNT			FISCAL	FISCAL	
NUMBER	DESCRIPTION	SEPTEMBER	YEAR-TO-DATE	YEAR	\$
		ACTUAL	ACUAL	BUDGET	REMAINING

UNDEFINED GROUP					
	COMMODITIES	394	2,532	11,958	9,425
	MAINTENANCE/ CAPITAL INVEST.	31	165	6,458	6,292
	TOTAL EXPENSES: UNDEFINED GROUP	28,560	122,057	222,332	100,274

	NET SURPLUS (DEFICIT)	(505)	(59,400)	63,396	122,796

	TOTAL FUND REVENUES	863,356	2,442,167	2,515,518	73,351
	TOTAL FUND EXPENSES	268,002	1,303,361	2,515,514	1,212,153
	SURPLUS (DEFICIT)	595,353	1,138,805	3	(1,138,801)

FUND: CORPORATE					
LIABILITY INSURANCE					
REVENUES					
	RECEIPTS	74,419	168,688	102,083	(66,605)
	RECEIPTS	74,419	168,688	102,083	(66,605)
EXPENSES					
	SPECIAL FUND EXPENSE	0	40,062	102,083	62,021
	TOTAL EXPENSES: LIABILITY INSURANCE	0	40,062	102,083	62,021

	NET SURPLUS (DEFICIT)	74,419	128,626	(0)	(128,626)

	TOTAL FUND REVENUES	74,419	168,688	102,083	(66,605)
	TOTAL FUND EXPENSES	0	40,062	102,083	62,021
	SURPLUS (DEFICIT)	74,419	128,626	(0)	(128,626)

FUND: CORPORATE					
IMRF					
REVENUES					
	RECEIPTS	80,556	189,052	137,499	(51,552)
	RECEIPTS	80,556	189,052	137,499	(51,552)
EXPENSES					
	SPECIAL FUND EXPENSE	20,720	111,217	137,500	26,282
	TOTAL EXPENSES: IMRF	20,720	111,217	137,500	26,282

	NET SURPLUS (DEFICIT)	59,835	77,834	(0)	(77,834)

	TOTAL FUND REVENUES	80,556	189,052	137,499	(51,552)

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

FUND: CORPORATE
FOR 5 PERIODS ENDING 30, 2020

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
TOTAL FUND EXPENSES		20,720	111,217	137,500	26,282
SURPLUS (DEFICIT)		59,835	77,834	(0)	(77,834)

FUND: CORPORATE

AUDIT					
REVENUES					
RECEIPTS		4,730	12,033	5,458	(6,574)
RECEIPTS		4,730	12,033	5,458	(6,574)
EXPENSES					
SPECIAL FUND EXPENSE		0	11,100	5,458	(5,641)
TOTAL EXPENSES: AUDIT		0	11,100	5,458	(5,641)
NET SURPLUS (DEFICIT)		4,730	933	0	(933)
TOTAL FUND REVENUES		4,730	12,033	5,458	(6,574)
TOTAL FUND EXPENSES		0	11,100	5,458	(5,641)
SURPLUS (DEFICIT)		4,730	933	0	(933)

FUND: CORPORATE

SOCIAL SECURITY					
REVENUES					
RECEIPTS		156,347	356,075	151,666	(204,409)
RECEIPTS		156,347	356,075	151,666	(204,409)
EXPENSES					
SPECIAL FUND EXPENSE		22,000	121,747	151,666	29,919
TOTAL EXPENSES: SOCIAL SECURITY		22,000	121,747	151,666	29,919
NET SURPLUS (DEFICIT)		134,347	234,328	(0)	(234,328)
TOTAL FUND REVENUES		156,347	356,075	151,666	(204,409)
TOTAL FUND EXPENSES		22,000	121,747	151,666	29,919
SURPLUS (DEFICIT)		134,347	234,328	(0)	(234,328)

FUND: CORPORATE

SPECIAL RECREATION
REVENUES

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

FUND: CORPORATE					
FOR 5 PERIODS ENDING 30, 2020					
ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING

SPECIAL RECREATION					
RECEIPTS		251,250	561,049	316,666	(244,382)
RECEIPTS		251,250	561,049	316,666	(244,382)
EXPENSES					
CONTRACTUAL SERVICES		9,625	10,774	22,916	12,142
CAPITAL IMPROVEMENTS		100	100	184,394	184,294
SPECIAL FUND EXPENSE		0	131,226	109,355	(21,870)
TOTAL EXPENSES: SPECIAL RECREATION		9,725	142,100	316,666	174,566

NET SURPLUS (DEFICIT)		241,525	418,949	0	(418,949)

TOTAL FUND REVENUES		251,250	561,049	316,666	(244,382)
TOTAL FUND EXPENSES		9,725	142,100	316,666	174,566
SURPLUS (DEFICIT)		241,525	418,949	0	(418,949)
FUND: CORPORATE					
BOND AND INTEREST					
REVENUES					
RECEIPTS		372,591	832,005	348,719	(483,286)
RECEIPTS		372,591	832,005	348,719	(483,286)
EXPENSES					
CONTRACTUAL SERVICES		0	11,793	348,719	336,926
TOTAL EXPENSES: BOND AND INTEREST		0	11,793	348,719	336,926

NET SURPLUS (DEFICIT)		372,591	820,212	0	(820,212)

TOTAL FUND REVENUES		372,591	832,005	348,719	(483,286)
TOTAL FUND EXPENSES		0	11,793	348,719	336,926
SURPLUS (DEFICIT)		372,591	820,212	0	(820,212)
FUND: CORPORATE					
PROJECT REVENUE					
REVENUES					
PROJECT REVENUE		7,493	244,478	1,413,790	1,169,312
PROJECT REVENUE		7,493	244,478	1,413,790	1,169,312

NET SURPLUS (DEFICIT)		7,493	244,478	1,413,790	1,169,312

FUND: CONSTRUCTION / CAPITAL IMPROV.
FOR 5 PERIODS ENDING 30, 2020

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING

PLANNING/CONSTRUCTION/GRANTS					
EXPENSES					
	CONTRACTUAL SERVICES	9,831	29,577	142,499	112,921
TOTAL EXPENSES: PLANNING/CONSTRUCTION/GRANTS		9,831	29,577	142,499	112,921
NET SURPLUS (DEFICIT)		(9,831)	(29,577)	(142,499)	(112,921)
BUILDINGS & IMPROVEMENTS					
EXPENSES					
	CONTRACTUAL SERVICES	39,672	86,592	331,249	244,657
TOTAL EXPENSES: BUILDINGS & IMPROVEMENTS		39,672	86,592	331,249	244,657
NET SURPLUS (DEFICIT)		(39,672)	(86,592)	(331,249)	(244,657)
PARKS/PLAYGROUNDS IMPRV/ACQ					
EXPENSES					
	CONTRACTUAL SERVICES	3,225	979,331	1,088,807	109,476
TOTAL EXPENSES: PARKS/PLAYGROUNDS IMPRV/ACQ		3,225	979,331	1,088,807	109,476
NET SURPLUS (DEFICIT)		(3,225)	(979,331)	(1,088,807)	(109,476)
LANDSCAPING & GROUNDSKEEPING					
EXPENSES					
	CONTRACTUAL SERVICES	0	13,378	20,833	7,454
TOTAL EXPENSES: LANDSCAPING & GROUNDSKEEPING		0	13,378	20,833	7,454
NET SURPLUS (DEFICIT)		0	(13,378)	(20,833)	(7,454)
OPERATING EQUIP. & VEHICLES					
EXPENSES					
	CONTRACTUAL SERVICES	4,577	115,951	91,675	(24,276)
TOTAL EXPENSES: OPERATING EQUIP. & VEHICLES		4,577	115,951	91,675	(24,276)
NET SURPLUS (DEFICIT)		(4,577)	(115,951)	(91,675)	24,276
RECREATION EQUIP. REPAIRS					
EXPENSES					
	CONTRACTUAL SERVICES	0	0	1,250	0
TOTAL EXPENSES: RECREATION EQUIP. REPAIRS		0	0	1,250	0
NET SURPLUS (DEFICIT)		0	0	(1,250)	0
EMERGENCY REPAIRS/REIMB.					
EXPENSES					
	CONTRACTUAL SERVICES	1,704	10,478	33,787	23,308
TOTAL EXPENSES: EMERGENCY REPAIRS/REIMB.		1,704	10,478	33,787	23,308

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

FUND: CONSTRUCTION / CAPITAL IMPROV.
FOR 5 PERIODS ENDING 30, 2020

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
NET SURPLUS (DEFICIT)		(1,704)	(10,478)	(33,787)	(23,308)
TOTAL FUND REVENUES		7,493	244,478	1,413,790	1,169,312
TOTAL FUND EXPENSES		59,011	1,235,310	1,710,103	474,792
SURPLUS (DEFICIT)		(51,518)	(990,832)	(296,312)	694,519

Geneva Park District
Debt Service Payment Schedule

Alternative Revenue Bonds

Fiscal Year Ending	Refunded Series 2014		Refunded Series 2010		Total	Increase/(Decrease) Over Prior Year
	Principal	Interest	Principal	Interest		
4/30/2019	600,000	179,265	1,320,000	61,530	2,160,795	12,640
4/30/2020	365,000	164,265	775,000	23,250	1,327,515	(833,280)
4/30/2021	1,080,000	155,140	-	-	1,235,140	(92,375)
4/30/2022	1,005,000	122,740	-	-	1,127,740	(107,400)
4/30/2023	810,000	92,590	-	-	902,590	(225,150)
4/30/2024	790,000	68,290	-	-	858,290	(44,300)
4/30/2025	660,000	44,590	-	-	704,590	(153,700)
4/30/2026	490,000	24,790	-	-	514,790	(189,800)
4/30/2027	300,000	9,600	-	-	309,600	(205,190)
4/30/2028	-	-	-	-	-	(309,600)
Total	6,100,000	861,270	2,095,000	84,780	9,141,050	

Note: Alternative Revenue Bonds are abated annually and paid from the General and Recreation operating budgets.

Purpose: S2014: SPRC

S2010: Swimming Pool, Sunset Community Center

General Obligation Bonds

Fiscal Year Ending	Series Limited		Total	Increase/(Decrease) Over Prior Year
	Principal	Interest		
4/30/2019	792,535	11,888	804,423	(805,793)
4/30/2020	785,435	35,884	821,319	16,895
4/30/2021	813,340	23,587	836,927	15,608
4/30/2022	-	-	-	(836,927)
4/30/2023	-	-	-	-
4/30/2024	-	-	-	-
4/30/2025	-	-	-	-
4/30/2026	-	-	-	-
4/30/2027	-	-	-	-
4/30/2028	-	-	-	-
Total	2,391,310	71,358	2,462,668	

Note: General Obligation Bonds are paid from the Bond & Interest Fund tax levy.

Purpose: Series Limited: Issued biennially to fund Capital Projects Fund

Geneva Park District, Illinois**General Obligation Refunding Bonds (Alternate Revenue Source), Series 2014**

Final

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
06/25/2014	-	-	-	-	-
12/15/2014	-	-	101,039.03	101,039.03	101,039.03
06/15/2015	-	-	106,982.50	106,982.50	-
12/15/2015	565,000.00	2.000%	106,982.50	671,982.50	778,965.00
06/15/2016	-	-	101,332.50	101,332.50	-
12/15/2016	580,000.00	2.000%	101,332.50	681,332.50	782,665.00
06/15/2017	-	-	95,532.50	95,532.50	-
12/15/2017	590,000.00	2.000%	95,532.50	685,532.50	781,065.00
06/15/2018	-	-	89,632.50	89,632.50	-
12/15/2018	600,000.00	2.500%	89,632.50	689,632.50	779,265.00
06/15/2019	-	-	82,132.50	82,132.50	-
12/15/2019	365,000.00	2.500%	82,132.50	447,132.50	529,265.00
06/15/2020	-	-	77,570.00	77,570.00	-
12/15/2020	1,080,000.00	3.000%	77,570.00	1,157,570.00	1,235,140.00
06/15/2021	-	-	61,370.00	61,370.00	-
12/15/2021	1,005,000.00	3.000%	61,370.00	1,066,370.00	1,127,740.00
06/15/2022	-	-	46,295.00	46,295.00	-
12/15/2022	810,000.00	3.000%	46,295.00	856,295.00	902,590.00
06/15/2023	-	-	34,145.00	34,145.00	-
12/15/2023	790,000.00	3.000%	34,145.00	824,145.00	858,290.00
06/15/2024	-	-	22,295.00	22,295.00	-
12/15/2024	660,000.00	3.000%	22,295.00	682,295.00	704,590.00
06/15/2025	-	-	12,395.00	12,395.00	-
12/15/2025	490,000.00	3.100%	12,395.00	502,395.00	514,790.00
06/15/2026	-	-	4,800.00	4,800.00	-
12/15/2026	300,000.00	3.200%	4,800.00	304,800.00	309,600.00
Total	\$7,835,000.00	-	\$1,570,004.03	\$9,405,004.03	-

Yield Statistics

Bond Year Dollars	\$54,114.86
Average Life	6.907 Years
Average Coupon	2.9012438%
Net Interest Cost (NIC)	2.4840226%
True Interest Cost (TIC)	2.4303117%
Bond Yield for Arbitrage Purposes	2.3676344%
All Inclusive Cost (AIC)	2.6002305%

IRS Form 8038

Net Interest Cost	2.3572468%
Weighted Average Maturity	6.883 Years

Geneva Park District, Illinois**General Obligation Refunding Bonds (Alternate Revenue Source)**

Series 2010 ***Final Revised***

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
07/01/2010	-	-	-	-	-
12/15/2010	-	-	76,032.22	76,032.22	76,032.22
06/15/2011	-	-	83,450.00	83,450.00	-
12/15/2011	215,000.00	2.000%	83,450.00	298,450.00	381,900.00
06/15/2012	-	-	81,300.00	81,300.00	-
12/15/2012	365,000.00	2.000%	81,300.00	446,300.00	527,600.00
06/15/2013	-	-	77,650.00	77,650.00	-
12/15/2013	375,000.00	2.000%	77,650.00	452,650.00	530,300.00
06/15/2014	-	-	73,900.00	73,900.00	-
12/15/2014	390,000.00	2.000%	73,900.00	463,900.00	537,800.00
06/15/2015	-	-	70,000.00	70,000.00	-
12/15/2015	690,000.00	2.300%	70,000.00	760,000.00	830,000.00
06/15/2016	-	-	62,065.00	62,065.00	-
12/15/2016	1,040,000.00	2.600%	62,065.00	1,102,065.00	1,164,130.00
06/15/2017	-	-	48,545.00	48,545.00	-
12/15/2017	1,270,000.00	2.800%	48,545.00	1,318,545.00	1,367,090.00
06/15/2018	-	-	30,765.00	30,765.00	-
12/15/2018	1,320,000.00	2.900%	30,765.00	1,350,765.00	1,381,530.00
06/15/2019	-	-	11,625.00	11,625.00	-
12/15/2019	775,000.00	3.000%	11,625.00	786,625.00	798,250.00
Total	\$6,440,000.00	-	\$1,154,632.22	\$7,594,632.22	-

Yield Statistics

Bond Year Dollars	\$42,678.78
Average Life	6.627 Years
Average Coupon	2.7054013%
Net Interest Cost (NIC)	2.7818839%
True Interest Cost (TIC)	2.7835525%
Bond Yield for Arbitrage Purposes	2.7110212%
All Inclusive Cost (AIC)	2.9438580%

IRS Form 8038

Net Interest Cost	2.7230112%
Weighted Average Maturity	6.616 Years

GENEVA PARK DISTRICT

Final \$1,598,775 TAXABLE GENERAL OBLIGATION LIMITED TAX PARK BONDS, SERIES 2019
CAPITAL PROJECTS - 2 YEARS TO MATURITY

Date of Bonds: 04-Mar-19

Date	Principal	Final Interest Rate	Interest	Principal and Interest	Levy Year	Final Series 2019 Debt Service	DSEB	(Over)/Under DSEB
15-Dec-19	785,435	2.850%	\$35,883.51	\$821,318.51	2018	821,318.51	821,320.55	2.04
15-Jun-20			11,793.43	11,793.43				
15-Dec-20	813,340	2.900%	11,793.43	825,133.43	2019	836,926.86	836,925.64	(1.22)
Total	\$1,598,775		\$59,470.37	\$1,658,245.37		\$1,658,245.37	\$1,658,246.19	\$0.82

Net Interest Rate: 2.885%
Bond Years: 2,061.273
Average Life: 1.289

Premium
Discount

SPEER FINANCIAL, INC.
run date: 12-Feb-19
file name: genevapt 2019 ltd go/2019



RED RIBBON RESOLUTION FOR 2020-21

“Be Happy, Be Brave, Be Drug Free”

WHEREAS, alcohol and other drug abuse is having a negative affect on individuals, families, businesses and schools across our country; and

WHEREAS, it is essential that people unite as a positive FORCE to eliminate the demand for drugs and the criminal activity associated with drug use; and

WHEREAS, Geneva Park District is hosting the Illinois Red Ribbon Campaign for a Drug Free America within our community to actively involve our citizens in drug prevention activities; and

WHEREAS, the theme of the 2020 Illinois Red Ribbon Campaign, sponsored by the Geneva Coalition for Youth and Illinois Drug Education Alliance (IDEA), is *“Be Happy, Be Brave, Be Drug Free.”*

NOW THEREFORE, the Geneva Park District does hereby proclaim October 25th through October 31st, 2020 as:

“RED RIBBON WEEK”

October 25-31, 2020

at the Geneva Park District, Geneva Illinois, I urge all residents to participate in our community drug and violence prevention activities.

IN WITNESS WHEREOF, the Board of Commissioners of the Geneva Park District adopted this Resolution, this 19th day of October, 2020.

Geneva Park District, Board of Commissioners

By: _____
Susan VanderVeen, President

Attest: _____
Sheavoun Lambillotte, Secretary

Memo

To: GPD Board of Commissioners, Sheavoun Lambillotte
From: Jerry Culp
CC: Christy Powell
Date: 10/15/2020
Re: Ground Water Monitoring Wells in Esping and Jaycee Park

Purpose:

The purpose of this memorandum is to provide The Board of Commissioners with information to consider installation of groundwater monitoring wells in Stanley A. Esping and Jaycee Parks.

Background

Waste Management of Illinois (WMIL) is conducting another round of investigation with matters related to the landfill gas issues that were identified in 2011. WMIL is starting Phase 3 of a groundwater investigation requested and approved by the Illinois EPA. WMIL is being asked to develop a better understanding of groundwater flow north and northeast of Settler's Hill. They will be installing some groundwater monitoring wells north of Settler's Hill and two of the locations being requested are in Stanley A. Esping and Jaycee Parks. The monitoring wells will help WMIL determine if any of the runoff from the landfill is leaching into the groundwater.

Attached are maps of the locations in each park and pictures of the existing well in Esping Park.

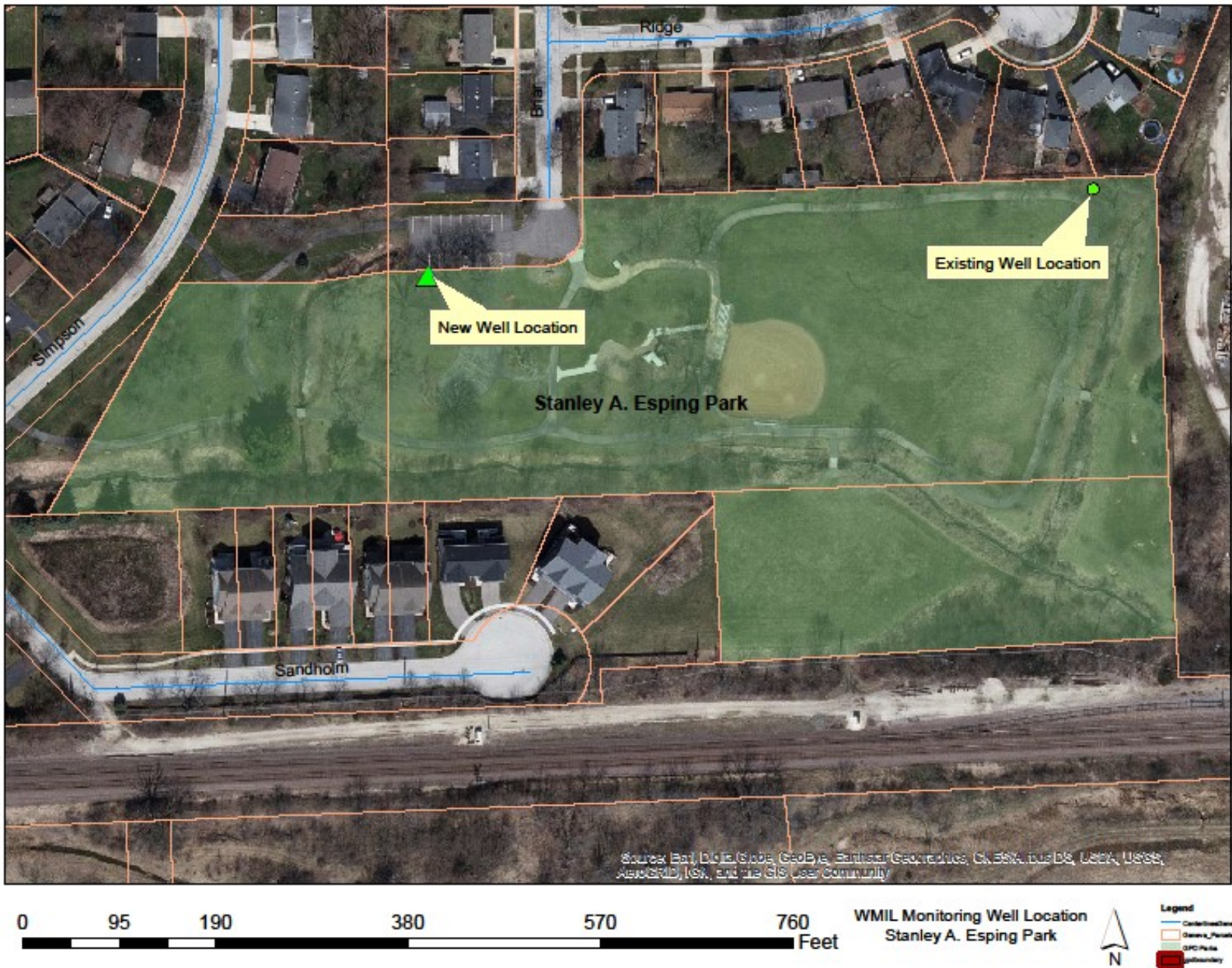
Financial

No financial obligation for the Park District.

Recommendation

Staff recommends approving the installation of the monitoring wells at Stanley A. Esping Park and Jaycee Park to allow WMIL to monitor the groundwater for possible runoff from Settler's Hill Landfill.

Stanley A. Esping Park



JayCee Park



0 35 70 140 210 280 Feet

WMIL Monitoring Well Location
JayCee Park



Legend
Centerline/Center
Boundary/Perimeter
OPC/Police
Boundary



DIRECTOR'S MONTHLY AGENDA AND REPORT October 19, 2020

RED RIBBON WEEK RESOLUTION

Ashley Andruccetti, the teacher sponsor, Julia Thompson and Tori Cornelson, from the SADD Club at Geneva High School, will attend the meeting to update the board and staff about Red Ribbon Week. Enclosed is the resolution to be approved under Old Business.

GROUND WATER MONITORING WELLS (ESPING AND JAYCEE PARK)

Enclosed in your packet is a memo containing information on Waste Management of Illinois requesting to install ground water monitoring wells at Esping and Jaycee Parks. Jerry Culp will be available to answer questions regarding this project. Staff would request a motion to approve the installation of ground water monitoring wells at Esping and Jaycee Parks by Waste Management of Illinois.

SUNSET PARKING LOT UPDATE

Jerry Culp, our Superintendent of Parks and Properties will provide the Board an update on this project and will be available to answer any questions as well as provide a timeline for completion.

COMMUNICATIONS

The Capital Planning Meeting with the Board was held on October 14th. Staff and Board worked together to prioritize many capital projects and refine our 10 year Capital Plan.

While we have suspended Park Foundation operations due to the pandemic, we have gone ahead with our annual giving tree letter. This fundraiser typically brings in approximately \$10,000 in funding for the Foundation.

We have made the decision to cancel our Holiday Party this year due to the pandemic. Our leadership team will be looking at a more safe and economical plan to celebrate the Holiday with staff and Board this year.

Supt. of Finance & Personnel will attend the Legal Symposium on November 5th which will be held virtually. Agenda includes Labor and Employment Laws and Regulations During a Pandemic and Periods of Protest, Adopting a Valid Tax Levy During Extraordinary Times, Recent Open Meetings Act and FOIA Developments, Avoiding Social Media Pitfalls During Election Season and Beyond, Hot Topics in Park District Finance and Borrowing During Tight Budget Times, Remote Governance: The Pandemic's Impact on the Legislative Process and State Government Along with the Latest Updates, COVID-Proofing your Waivers and Contracts to Protect your Agency, Significant Court Decisions affecting your District's Day-to-Day Operations and more.

The IAPD/IPRA Soaring to New Heights Conference will be held virtually January 28-30, 2021. Additional details such as registration and pricing will be shared as information becomes available.

A Recreation Committee meeting needs to be scheduled in November. Pat Lenski and Jay Moffat are presently on that committee.

A 6 month review of the Executive Director needs to be scheduled with the personnel and policy committee during the month of October. Susan Vanderveen and Bre Cullen are presently on this committee. Based on the timing of our annual evaluation, perhaps we can combine the two.

The annual Chamber of Commerce dinner and awards banquet will be held virtually this year and is scheduled for Thursday, November 12th. If any board member would like to attend please let Brynn know.

A calendar of upcoming events is enclosed in the board packet.

FUTURE MEETINGS

Recreation Committee Meeting (Pat Lenski & Jay Moffat)	TBD	
Regular Foundation Meeting	TBD	TBD
Regular Scheduled Meeting	November 16	7:00 PM

FVSRA MEMBER CONTRIBUTION REQUEST

Enclosed in your packet is the member contribution request for the Fox Valley Special Recreation Association. FVSRA requested a 2% increase this year and staff feels the request is fair and reasonable. Staff would ask for a motion to approve this request for a 2% increase for the 2021/22 budget year for the FVSRA.

TAX LEVY ORDINANCE #2020-07 (First Draft)

Enclosed is the tentative tax levy ordinance for next year which must be filed by the last Tuesday in December. The levy will be available to the public and will be reviewed again in November and presented for approval at the December board meeting. Christy Powell and Sheavoun Lambillotte will be available to answer any of your questions regarding the levy.

IAPD CREDENTIALS CERTIFICATE

Enclosed is the credentials certificate to virtually attend the IAPD Annual Meeting on January 30th at the IPRA Conference. The board needs to approve the certificate and appoint a delegate to attend the meeting and one or two alternates.

POLICY MANUAL UPDATE

In anticipation of our Distinguished Agency Accreditation process we will be reviewing many policy manuals over the next year. Enclosed is the first set of manual updates for your review. Staff has updated each manual with necessary changes. Those changes have been marked to expedite your review. Staff would ask for a motion to approve the enclosed manuals-Financial Procedures Policy, Investment Policy and Job Descriptions.

OCT 2020

SUN

MON

TUE

WED

THU

FRI

SAT

01

CAC Mtg 7 PM

02

03

04

05

City Council
Mtg @ 7
Comm of the
Whole Mtg @ 7

06

07

08

Plan Comm Mtg
@ 7
NRPA Free
Webinar: Risk
Management
Around
Playgrounds

09

10

11

12

Columbus Day

13

Geneva
School District
Board Meeting
@ 7

14

Capital
Planning
Meeting 4-6PM

15

IPRA Webinar
Succession
Planning –
Failure to Plan

16

Best of the
Best Awards
Gala

17

Escape the
Mansion/ Art
Gallery

18

19

GPD Board
Meeting @ 7
City Council
and Comm of
Whole Mtg @ 7

20

HPC Mtg @ 7

21

22

Plan Comm Mtg
@ 7PM
Library Meeting
@ 7PM

23

24

Halloween
Hayday @ Peck
Farm
Houl O'Ween
Dog Parade @
Peck Farm

25

26

Geneva
School District
Board Meeting
@ 7

27

NRPA
Congress &
Exposition

28

29

IAPD Webinar:
The Power of
"Yes": De-
escalating Irate
Customers
During COVID-19

30

31

NOV2020

SUN

MON

TUE

WED

THU

FRI

SAT

01

02

City Council
Mtg @ 7
Comm of the
Whole Mtg @ 7

03

Election Day –
Closed Except
Fitness Centers
and SCC as
Polling Location

04

05

CAC Mtg @ 7

06

07

08

09

10

11

12

Friendship
Station
Preschool Open
House
Plan Comm Mtg
@ 7

13

14

15

16

GPD Board
Meeting @ 7
City Council
and Comm of
Whole Mtg @ 7
School Mtg @ 7

17

HPC Mtg @ 7

18

19

Library Mtg @ 7

20

21

IAPD Virtual –
Legal
Symposium

22

23

24

25

26

Thanksgiving
SPRC & SCC
both closed

27

28

29

30

GENEVA PARK DISTRICT
PARKS AND PROPERTIES BOARD REPORT

October 19, 2020

Operations

- Mowing crews are starting to mulch leaves.
- Annual beds are cleaned up for the fall.
- Maintaining lacrosse lines at Moore Park Fields.
- Completing tree removals and pruning in parks.
- Closed and winterized Stone Creek Mini Golf.
- Replenishing play surface in playgrounds.
- Completed playground repairs at Marjorie Murray and Sterling Manor.
- Inspecting and monitoring Ash trees within the parks.
- Aerating, topdressing and over seeding parks.
- Starting fall maintenance on all vehicles.
- Blowing off leaves and cleaning tennis courts.
- Shutting down Butterfly house, preparing for netting removal.
- Regraded the Community Gardens parking lot.
- Working with Boy Scouts on a woody invasive removal project.
- Restrooms are closed in the parks, staff is working on winterizing.
- Working on several memorial tree requests.
- Preparing for ice rink set up.
- Preparing a plow schedule for winter.
- Several staff attended a virtual parking lot and sidewalk de-icing seminar.

Baseball/Softball

- Crews are busy dragging and prepping fields for games.
- Crews are cleaning up and making improvements when time permits.

Facilities

Sunset Community Center

- Parking lot is under construction, contractor has completed the demolition and is working on stormwater drainage work. Once the stormwater pipes and basins are in, contractor will start curb, gutter and sidewalk installation.
- Sunset Marquee Sign: Sign installation is complete, staff re-landscaped around the sign base.

Mill Creek Pool

- Pool has closed and winterization is scheduled for October 19th.

Sunset Pool

- Pool has closed and has been winterized.
- Researching options for repairs to the deep well pool leak.

Moore Park

- Sprayground is closed and winterized.

Peck Farm Park

- Installed lights in the three sided barn.
- Hawks Hollow is closed and winterization is scheduled for October 19th.

Natural Resource Work

- Cutting Mulberries and Willows at Peck and Mill Creek Community.
- Preparing a management plan for the Peck North pond.
- Mowed burn breaks at Peck Farm and Hathaway Park.
- Working with the Forest Preserve on seed harvest.
- Completed fall 2020 burn schedule (see below).

Peck North OSLAD Project

- Contractor is finalizing the finishing details on several elements of the project and working on the installation of the crossing beacons for crosswalk between Peck Farm North and South.

Wheeler Park

- Completed the coping installation on the Wheeler Operations roof.
- Repaired light in Stone Creek Mini Golf parking lot.

Events

- Staff assisted with the setup and breakdown of the Harvest Hustle 5K run.
- Moving picnic tables in and out of 3 sided barn and picnic shelter at Peck Farm for various programs and rentals.

General

- Staff completed installation of duct for fiber optic installation to SPRC and Sunset Community Center. Waiting for Metronet to schedule the install.

	Acreage	Last time burned	Proposed next fire	Wind direction
PARKS				
Bennett				
Creek & river edge	0.65	Spring 2018	Fall 2020	South/southeast
Woods	7			
Community Gardens				
Esping	2	Spring 2017	-	
Hathaway				
Unit A – south	.25	Spring 2018	Fall 2020	North
Unit B – north west	.75	Spring 2018		
Unit C – north east	.4	NEVER		
Mill Creek Community	20	Fall 2019	Spring 2021	North
Peck Farm				
Unit A – south west	72	Spring 2020	Fall 2021	Southwest
Unit B – south east	35	Spring 2020	Fall 2021	South/southeast
Unit C – north central	15	Spring 2019	Fall 2020	North/northeast
Unit D - east	13	Spring 2019	Fall 2020	East
Peck North				
Unit A – south	110	Fall 2019	Spring 2021	Southwest
Unit B – north	43	Fall 2018	Fall 2020	South/southwest
Unit C – SPRC	2	Spring 2020	Fall 2021	West or north
Randall Square*	2.5	Spring 2019	Fall 2020	West or north
River	1.5	Spring 2020	Spring 2021	West
Sandholm	.5	Spring 2018	Fall 2020	
Sunrise	3	Spring 2018	Fall 2020	East or west
Weaver	.5	NEVER	-	
Wheeler	2	Fall 2019	Spring 2021	Any
SCHOOLS – 7.4 acres total – every spring				
Fabyan Elementary	.5	Spring 2019	Fall 2020	North/west/south
Geneva Middle Schools				
Unit A – parking lot	1.75	Spring 2019	Fall 2020	West
Unit B – wetland	1.4	Spring 2019		
Unit C – Fabyan & Viking	.75	Spring 2019		
Heartland Elementary		Spring 2019	Spring 2021	North/northwest
Mill Creek Elementary	2	Spring 2019	Spring 2021	Northwest
Williamsburg Elementary	1	Spring 2016	Fall 2020	West

*close to school – will have to burn on a day with NO SCHOOL

'A' Season Fall 2018 – Spring 2020	'B' Season Spring 2019 – Fall 2020	'C' Season Fall 2019 – Spring 2021
Esping	Bennett	Hathaway
Mill Creek Community	Peck Farm – A & B	Peck Farm – D – Viking Dr.*
Peck Farm – C – Bowl	*school district units*	Peck North – south unit
Peck North – north & SPRC		Randall Square*
River Park		Sunrise
Sandholm		Wheeler
Weaver		
2+20+15+45+1.5+.5+.5=74.5	7.65+72+35+7.4=122.05	1.4+13+110+2.5+3+2=131.9

**GENEVA PARK DISTRICT
RECREATION BOARD REPORT
NICOLE VICKERS, CPRP
SUPERINTENDENT OF RECREATION
October 19, 2020**

UPDATE:

I. FALL PROGRAMS

The recreation committee is slated to meet in early November to review the past Spring and Summer seasons. Depending on availability, looking to schedule that meeting for either November 9th or 10th – Pat Lenski and John Frankenthal.

II. SPECIAL EVENTS

Harvest Hustle

The Harvest Hustle was held on September 26th at Peck Farm Park. The event looked different this year with the introduction of waves, additional safety procedures, and the removal of the after-party. Although different, the event was a raging success with over 200 people running the trails at Peck Farm Park!



Pizza Palooza

To kick off the Red Ribbon Week, we are again hosting a family dinner and night out at the Sunset Community Center on October 26th from 6 p.m.-7:15 p.m. We are limiting participation to 50 people and adhering to social distancing by families.

Halloween Events

Staff has been preparing for the upcoming Halloween Events being held on Saturday, October 17th & 24th. Hay Day will run from 10 am – 5 pm and will be held at Peck Farm Park using outside stations to accommodate for social distancing. Pre-registration is required for 4 different timeslots; currently 200 people are registered. Escape the Mansion will be held upstairs at SPRC which will adequately allow for distancing. The event will run from 2 pm – 8 pm and also requires pre-registration. As opposed to last year, the event is “no-touch” as participants figure out clues; rather QR codes will provide direction throughout the event.

III. PLAYHOUSE 38

The children’s production of ‘The Beauty and the Beast Jr’ will be taking stage October 22nd-25th and will be held at Sunset in the Community Room. The audience will be limited to 50 people and chairs will be spaced out as a safety measure.

IV. FACILITIES

Stone Creek Mini Golf closed October 4th for the season. Staff is busy closing down the hut/course for the winter.

INFORMATION:

I. SUNSET REPORT

Comparison figures for Sunset Racquetball and Fitness Center are as follows

SRFC September Totals		
	September 2019	September 2020
Annual Membership Revenue	\$10,430	\$3,253
EFT/Ongoing Revenue	\$4,116	\$3,371
Court Hours	\$272	\$0
Guests	\$570	\$99
Vending	\$181	\$217
Total Revenue	\$15,569	\$6,940

	September 2019	September 2020
Resident SRFC Pre-Paid:		
New	6	4
Renew	20	8
Resident SRFC ONGOING:		
New	2	1
Renew	1	1
Non-Resident SRFC Pre-Paid:		
New	2	1
Renew	0	3
Non-Resident SRFC ONGOING:		
New	0	1
Renew	0	0
New	10	7
Renew	21	12
Totals	31	19

SRFC September Memberships Totals		
	September 2019	September 2020
Total Membership Revenue	\$14,546	\$6,624
SRFC Usage Breakdown		
	September 2019	September 2020
Members	3,863	2,106

Guests	<u>132</u>	<u>33</u>
Total Usage	3,995	2,139
Weight room Usage	3,717	2,106
Court Usage		
Reserved Court Time	46	0
Walk-on Court Time	8	0
Court Percentages		
Prime Time	19%	0%
Non-Prime Time	9%	0%
Racquetball	8%	0%
Wally ball	4%	0%
SRFC Year to Date Comparison		
	2019/2020	2020/2021
Total EFT/Ongoing Memberships	114	82
Total # of Memberships/Members (excludes Gold)	575	956
Total Membership Revenue	\$62,390	\$16,834
Projected EFT/Ongoing Annual Rev.	\$28,812	\$23,597

II. SPRC REPORT

Comparison figures for Stephen D. Persinger Recreation Center are as follows

SPRC General		
	September 2019	September 2020
Total Membership Revenue	\$33,900	\$24,261
Memberships	85	44
Track Passes	20	10
Guests	147	41

SPRC Membership Breakdown		
	September 2019	September 2020
Resident Gold Pre-Paid:		
New	18	3
Renew	8	1
Resident Gold ONGOING:		
New	2	1
Renew	1	0
Non-Resident Gold Pre-Paid:		
New	6	0
Renew	1	0

Non-Resident Gold ONGOING:		
New	1	0
Renew	0	0
Resident SPRC Pre-Paid:		
New	16	10
Renew	12	10
Resident SPRC ONGOING:		
New	3	3
Renew	3	7
Non-Resident SPRC Pre-Paid:		
New	6	5
Renew	2	3
Non-Resident SPRC ONGOING:		
New	5	0
Renew	1	1
New	57	22
Renew	28	22
Totals	85	44
SPRC Usage Breakdown		
	September 2019	September 2020
Members	8,313	3,488
Guests	147	41
Total Usage	8,460	3,529
Morning Nursery	533	Avg. 20
12-4 pm Nursery	416	Avg. 15
Evening Nursery	198	Avg. 7
TOTAL NURSERY	1,147	0
Open Gym Youth	471	66
Open Gym Adult	306	99
SPRC September Totals		
	September 2019	September 2020
Annual Membership Revenue:	\$18,156	\$12,449
EFT/Ongoing Membership Revenue:	\$15,249	\$11,362
Monthly Memberships	0	\$0
Track Pass	20	\$495
Total Membership Revenue	\$33,900	\$24,261
Kidz Korral Revenue	\$3,440	\$0
Birthday Parties	9	\$2,710
Guest Fees	147	\$462
Open Gym Youth	471	\$938
Open Gym Adult	306	\$255
Vending	\$416	\$236

Total Additional Revenue	\$8,221		\$640	
SPRC Year to Date Comparisons				
	2019/2020		2020/2021	
Current Memberships/Members	1,463	2,979	1,140	2,401
Gold Annual	170	370	128	345
Gold Ongoing	84	203	59	150
SPRC Annual	849	1,596	696	1,300
SPRC Ongoing	360	810	257	606
Track Passes	680		587	
Total Membership Revenue	\$157,236		\$51,430	
Projected EFT/Ongoing Annual Rev.	\$106,743		\$79,534	

III. STONE CREEK MINI GOLF

Stone Creek Mini Golf closed on Sunday, October 4th for the season. The last five weeks of operation brought in 1,571 golfers which equaled an overall revenue of \$8,601.

In total for the season, 13,034 people enjoyed a round of mini golf which equates to a revenue stream of nearly \$69,000.

IV. SUNSET & MILL CREEK POOLS

In June the board was presented with projected revenues/expenses as it would relate to operating the pools in the middle of the pandemic. The projections estimated a total loss of \$220,000 for both pools combined. Considering additional expenses will continue to be incurred this fiscal year while Fall shutdown is still underway, I would anticipate a total combined loss to be less than \$75,000.

FVSRA

Member Agency Contribution – FY2021-22 (Updated Oct 9 2020)

Overview

As Fox Valley Special Recreation Association plans for financial needs for FY2021-22, the agency is aware of the challenge to improve service to our Member Agencies and their families while reducing costs, finding alternative sources of funding, and increasing operational efficiencies. Covid-19 has significantly changed the trajectory of FVSRA's short-term projections. FVSRA responded to the outbreak by cancelling summer 2020 programs including Summer Day Camp and is just slowly starting to bring back in-person programs. FVSRA will see a significant increase in its Fund Balance due to the cancellation of camp and decreased programs.

FVSRA is also aware that its Member Agencies have been heavily affected by the Covid-19 outbreak and are looking to adjust the request for FY21-22 to 2% overall increase. FVSRA plans to use its fund balance it has from FY20-21 to cover the shortfalls of asking for the reduced contribution in FY21-22.

The FY2020-21 Contribution

FVSRA is requesting a Member Agency Contribution (MAC) of \$2,040,000 for the upcoming budget year. All EAVs for Member Agencies increased by 4.32% on average in 2019, meaning EAVs grew for the 5th consecutive year, however this is anticipated to be volatile in the future due to Covid-19.

Staff wages and health care costs are the two highest drivers of FVSRA operational costs. Minimum wage in FY21-22 will increase from \$11 to \$12 an hour, FVSRA will continue to monitor if its part-time wages are competitive. Health Insurance was projected to increase 6% due to the unknown nature of health insurance premiums. FVSRA continues to look at creative ways to reduce staff turnover and incent employment without raising expenses. The current IMRF Rate is projected to increase to 8% in FY 2021-22 (5.75% in 2020).

FVSRA did not purchase a new accessible vehicle in FY2020-21 due to Covid-19, but will anticipate purchasing a vehicle in FY21-22 to continue with the projected replacement schedule. This amount is already funded through the Capital budget and no money will be transferred to the Capital budget for this expense.

Management is confident that operational efficiencies may be achieved with a \$2,040,000 MAC for FY2021-22. FVSRA will continue to monitor all expenses for in the upcoming years and will look for ways to cut expenses with the rising staff costs due to the new minimum wage laws.

The COVID-19 Pandemic has created global uncertainty, however FVSRA must project returning to almost normal operations for the upcoming fiscal year. FVSRA anticipates a slower return in Summer 2021 but at this point intends to offer in-person summer day camp. FVSRA will continue providing essential programming to its participants either in-person or virtually and are coming up with a strategy to generate revenue during the pandemic.

If FVSRA is able to return to normal operations it will use the excess funds from FY20-21 to supplement the budget in FY21-22. FVSRA will look for a 2% increase in funding in FY22-23 in order to maintain operations. FVSRA will continue to look for ways to cut its operating budget in order to lower the Member Agency Contribution.

Member Agency	2018 EAV	2020-21 Contribution	MAC%
Batavia	1,029,664,423	171,887	1.67
Fox Valley	4,495,206,907	750,405	1.67
Geneva	1,572,188,479	262,453	1.67
Oswegoland	1,466,811,519	244,862	1.67
South Elgin	661,940,537	110,501	1.67
St. Charles	2,292,844,013	382,755	1.67
Sugar Grove	462,085,182	77,137	1.67
Total	11,980,741,060	2,000,000	1.67

Member Agency	2019 EAV	2021-22 Contribution	MAC%
Batavia	1,059,471,312	172,923	1.63
Fox Valley	4,746,836,817	774,760	1.63
Geneva	1,594,939,469	260,320	1.63
Oswegoland	1,561,632,771	254,884	1.63
South Elgin	697,151,872	113,786	1.63
St. Charles	2,354,643,167	384,316	1.63
Sugar Grove	484,090,720	79,011	1.63
Total	12,498,766,128	2,040,000	1.63

Member Agency EAV's

	2008 EAV	2009 EAV	2010 EAV	2011 EAV	2012 EAV	2013 EAV	2014 EAV	2015 EAV	2016 EAV	2017 EAV	
Batavia	1,120,013,324	1,110,203,929	1,072,353,677	1,007,641,202	963,514,376	939,635,704	922,899,554	943,731,932	983,306,980	1,005,021,155	8.8%
Fox Valley	4,960,989,849	4,927,643,692	4,738,892,119	4,297,667,061	3,777,678,353	3,552,247,868	3,538,977,892	3,689,509,887	3,987,136,276	4,233,393,945	37.1%
Geneva	1,608,010,027	1,596,189,973	1,530,414,407	1,435,097,313	1,387,236,242	1,337,678,693	1,344,924,002	1,380,164,258	1,471,264,248	1,514,530,597	13.3%
Oswegoland	1,423,971,342	1,501,924,659	1,428,276,951	1,336,934,094	1,242,340,285	1,182,880,363	1,180,230,147	1,235,373,281	1,309,479,161	1,377,894,565	12.1%
South Elgin	723,609,979	668,842,343	668,842,343	610,861,550	558,167,231	523,380,832	513,081,641	545,034,841	588,765,314	624,220,307	5.5%
St Charles	2,585,098,092	2,561,516,685	2,408,062,717	2,265,954,115	2,121,040,160	2,070,959,704	2,030,461,505	2,059,548,019	2,129,239,703	2,211,900,918	19.4%
Sugar Grove	494,100,943	490,671,982	460,659,887	429,963,238	397,081,463	368,352,565	371,305,579	391,179,506	417,326,962	440,029,847	3.9%
	12,915,793,556	12,856,993,263	12,307,502,101	11,384,118,573	10,447,058,110	9,975,135,729	9,901,880,320	10,244,541,724	10,886,518,644	11,406,991,334	100.0%
		-0.46%	-4.27%	-7.50%	-8.23%	-4.52%	-0.73%	3.46%	6.27%		4.78%

2018 EAV		2019 EAV	
1,029,664,423	8.6%	1,059,471,312	8.5%
4,495,206,907	37.5%	4,746,836,817	38.0%
1,572,188,479	13.1%	1,594,939,469	12.8%
1,466,811,519	12.2%	1,561,632,771	12.5%
661,940,537	5.5%	697,151,872	5.6%
2,292,844,013	19.1%	2,354,643,167	18.8%
462,085,182	3.9%	484,090,720	3.9%
11,980,741,060	100.0%	12,498,766,128	100.0%
5.03%		4.32%	

Member Agency Contributions

	FY 09-2010	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Batavia	140,276 9%	146,556 9%	146,582 8%	149,911 9%	158,333 9%	164,247 9%	173,467 9%	176,787 9%	174,731 9%	171,322 9%	167,116.00 9%
Fox Valley	621,486 38%	665,883 39%	670,536 39%	653,526 38%	666,073 38%	664,837 37%	655,784 36%	677,913 36%	683,109 36%	694,682 37%	703,933.00 37%
Geneva	203,227 12%	210,412 12%	210,747 12%	216,348 13%	222,916 13%	237,000 13%	246,950 13%	257,628 14%	255,536 13%	256,339 14%	251,838.00 13%
Oswegoland	177,215 11%	186,363 11%	198,337 11%	202,447 12%	207,245 12%	211,823 12%	218,373 12%	226,080 12%	228,728 12%	228,151 12%	229,118.00 12%
South Elgin	92,872 6%	94,686 6%	95,041 6%	94,803 5%	94,675 5%	95,149 5%	96,622 5%	98,285 5%	100,913 5%	102,581 5%	103,796.00 6%
St Charles	329,125 20%	341,189 20%	340,813 20%	344,215 20%	354,131 20%	364,678 20%	382,322 21%	388,947 21%	381,323 20%	370,979 20%	367,797.00 19%
Sugar Grove	63,721 4%	64,654 4%	64,784 4%	65,590 4%	66,638 4%	67,689 4%	68,002 4%	71,126 4%	72,426 4%	72,712 4%	73,169.00 4%
Total MAC	1,627,922 100%	1,709,743 100%	1,726,840 100%	1,726,840 100%	1,770,011 100%	1,805,423 100%	1,841,520 100%	1,896,766 100%	1,896,766 100%	1,896,766 100%	1,896,767 100%
\$ Change from PY		81,821	17,097	-	43,171	35,412	36,097	55,246	-	-	-
% Change from PY		5.0%	1.0%	0.0%	2.5%	2.0%	2.0%	3.0%	0.0%	0.0%	0.0%
% of Total EAV	0.0132%	0.0134%	0.0140%	0.0155%	0.0173%	0.0185%	0.0192%	0.0185%			0.0000%

0%		2%		3%		5%		FY2021-22	
163,014	8.6%	166,275	8.6%	167,905	8.6%	171,887	8.6%	148,341	8.5%
711,672	37.5%	725,905	37.5%	733,022	37.5%	750,405	37.5%	664,623	38.0%
248,906	13.1%	253,884	13.1%	256,373	13.1%	262,453	13.1%	223,314	12.8%
232,223	12.2%	236,867	12.2%	239,189	12.2%	244,862	12.2%	218,650	12.5%
104,797	5.5%	106,893	5.5%	107,941	5.5%	110,501	5.5%	97,611	5.6%
362,998	19.1%	370,258	19.1%	373,888	19.1%	382,755	19.1%	329,683	18.8%
73,156	3.9%	74,619	3.9%	75,351	3.9%	77,138	3.9%	67,779	3.9%
1,896,766	100%	1,934,701	100%	1,953,669	100%	2,000,000	100%	1,750,000	100%
-		37,935		56,903		103,234		(250,000)	
0.0%		2.0%		195366798.0%		5.4%		-7.7%	

Contribution Dollar Change from Prior Year

	FY10-11	FY11-12	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
Batavia	6,280 4%	26 0%	3,329 2%	8,422 6%	5,914 4%	9,220 6%	3,320 2%	(2,056) -1%	3,409 2%	(4,206) -3%	4,771 3%	1,036 1%
Fox Valley	44,397 7%	4,653 1%	(17,010) -3%	12,547 2%	(1,236) 0%	(9,053) -1%	22,129 3%	5,196 1%	(11,573) -2%	9,251 1%	46,472 7%	24,355 3%
Geneva	7,185 4%	335 0%	5,601 3%	6,568 3%	14,084 6%	9,950 4%	10,678 4%	(2,092) -1%	(803) 0%	(4,501) -2%	10,615 4%	(2,133) -1%
Oswegoland	9,148 5%	11,974 6%	4,110 2%	4,798 2%	4,578 2%	6,550 3%	7,707 4%	2,648 1%	577 0%	967 0%	15,744 7%	10,022 4%
South Elgin	1,814 2%	355 0%	(238) 0%	(128) 0%	474 1%	1,473 2%	1,663 2%	2,628 3%	1,668 2%	1,215 1%	6,705 6%	3,286 3%
St Charles	12,064 4%	(376) 0%	3,402 1%	9,916 3%	10,547 3%	17,644 5%	6,625 2%	(7,624) -2%	10,344 3%	(3,182) -1%	14,958 4%	1,561 0%
Sugar Grove	933 1%	130 0%	806 1%	1,048 2%	1,051 2%	313 0%	3,124 5%	1,300 2%	(286) 0%	457 1%	3,969 5%	1,873 2%
	81,821 5%	17,097 1%	- 0%	43,171 3%	35,412 2%	36,097 2%	55,246 3%	- 0%	- 0%	- 0%	103,233 5%	40,000 2%

ORDINANCE NO. 2020-07
AN ORDINANCE LEVYING AND ASSESSING TAXES OF
THE GENEVA PARK DISTRICT
OF KANE COUNTY, ILLINOIS

WHEREAS, on the 18th day of May, 2020, the Board of Commissioners of the GENEVA PARK DISTRICT passed the annual budget & appropriation ordinance of said District for the fiscal year beginning MAY 1, 2020 and ending APRIL 30, 2021, and upon said date the said ordinance was duly signed and approved by the President of the Board of Commissioners of said District and signed by the Secretary of said Board;

WHEREAS, not less than 20 days prior to the date of this Ordinance, the Board of Commissioners established an estimate of levy in compliance with Section 18-60 of the Property Tax Code, and determined that a public hearing was not required because the levy herein described is less than 105% of the amount extended or abated by the District on the final aggregate levy for the preceding year.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE GENEVA PARK DISTRICT, KANE COUNTY, ILLINOIS AS FOLLOWS:

SECTION ONE

That, pursuant to the authority granted by Sections 5-1 and 5-3 of the Park District Code and Public Act 97-974, the sum of FOUR MILLION TWO HUNDRED THOUSAND DOLLARS (\$4,200,000) is hereby levied and assessed for general corporate purposes upon all property subject to taxation within the GENEVA PARK DISTRICT.

SECTION TWO

That, pursuant to the authority granted by Sections 5-2 and 5-3a of the Park District Code and Public Act 97-974, there is levied and assessed for the planning, establishing and maintaining recreational programs for the said District, the sum of ONE MILLION SEVEN HUNDRED FIVE THOUSAND DOLLARS (\$1,705,000) upon property subject to taxation within the said District.

SECTION THREE

That, pursuant to Section 7-171 of the Pension Code, there is hereby levied and assessed the sum of TWO HUNDRED FIFTY FIVE THOUSAND DOLLARS (\$255,000) upon all property subject to taxation within the said District, for the said District's contribution to the Illinois Municipal Retirement Fund. Said tax shall be in addition to the several sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

SECTION FOUR

That, pursuant to Section 21-110 of the Pension Code, there is hereby levied and assessed the sum of THREE HUNDRED TWENTY THOUSAND DOLLARS (\$320,000) upon all property subject to taxation within the said District, for the District's contribution to the SOCIAL SECURITY FUND. Said tax shall be in addition to the several sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

SECTION FIVE

That, pursuant to Section 9-107 of the Tort Immunity Act, there is hereby levied and assessed the sum of ONE HUNDRED EIGHTY THOUSAND DOLLARS (\$180,000) upon all property subject to taxation within the said District, to pay costs of purchasing insurance to protect against any loss or liability which may be incurred by the said District, claims services and for risk management directly attributable to loss prevention and loss reduction. Said tax shall be in addition to the several other sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

SECTION SIX

That, pursuant to Section 5-8 of the Park District Code, there is hereby levied and assessed the sum of FOUR HUNDRED TWENTY SIX THOUSAND DOLLARS (\$426,000) upon all property subject to taxation within the said District, to pay the cost of funding the District's share of expenses of providing joint recreation programs for the persons with disabilities. Said tax shall be in addition to the several other sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

SECTION SEVEN

That, pursuant to Section 2 of the Governmental Account Audit Act, there is hereby levied and assessed the sum of SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$7,500) upon all property subject to taxation within the said District, to pay the cost of the annual audit. Said tax shall be in addition to the several sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

SECTION EIGHT

That each of said sums and the aggregate thereof are deemed necessary by the Board of Park Commissioners of the Geneva Park District, Kane County, Illinois, to defray necessary expenses and liabilities of said park district.

SECTION NINE

The taxes so levied and assessed as aforesaid by this Ordinance upon the taxable property subject to taxes within the Geneva Park District, Kane County, Illinois, shall be collected and enforced in the same manner and by the same officers as for other purposes in the County of Kane, State of Illinois, under the laws of the State of Illinois, and shall be paid over by the officers so collecting the same, to the Treasurer of said Geneva Park District.

SECTION TEN

That the Secretary of the Board of Park Commissioners of Geneva Park District, be and is hereby directed to file a duly certified copy of this Tax Levy Ordinance with the County Clerk of Kane County, Illinois, on or before the last Tuesday of December 2020 A.D., whereupon the County Clerk of Kane County, State of Illinois, be and is hereby directed as provided by law to ascertain the rate per centum which upon the total value of all property subject to taxation within the Geneva Park District as the same assessed and equalized for State and County purposes, will produce a net amount as herein legally levied and to extend such tax pursuant to the statute to the greatest extent permitted by law.

SECTION ELEVEN

If any item or portion thereof in this ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portion of this ordinance.

SECTION TWELVE

Pursuant to Section 4-4 of the Park District Code (70 ILCS 1205/4-4) neither the Budget and Appropriation Ordinance of the District for the current fiscal year beginning nor any other Budget and Appropriation Ordinance is intended or required to be in support of the tax levy made in this ordinance.

SECTION THIRTEEN

The unexpended balance of the tax for general corporate purposes from the preceding year may be accumulated and set aside for the purposes of building repairs and improvements in a capital improvement fund, provided that the balance of such fund does not exceed 1.5% of the aggregated assessed valuation of all taxable property within the District.

SECTION FOURTEEN

All ordinances or parts of ordinances in conflict herewith, or any section thereof, are hereby modified or repealed.

Summary of 2020 Tax Levy

General Corporate Fund	\$4,200,000
Recreation Fund	\$1,705,000
IMRF Fund	\$255,000
Social Security Fund	\$320,000
Liability Insurance Fund	\$180,000
Special Recreation Fund	\$426,000
Audit Fund	<u>\$7,500</u>
Total	\$7,093,500

PASSED BY THE BOARD OF PARK COMMISSIONERS OF THE GENEVA PARK DISTRICT, KANE COUNTY, ILLINOIS ON THE 14th DAY OF DECEMBER, 2020 BY THE FOLLOWING VOTE.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAINING: _____

File with the undersigned this 14th day of December, 2020

Sheavoun Lambillotte, Secretary

APPROVED BY THE PRESIDENT OF THE GENEVA PARK DISTRICT, KANE COUNTY, ILLINOIS ON THE 14TH DAY OF DECEMBER, 2020.

Susan VanderVeen, President

CERTIFICATE OF COMPLIANCE

WITH TRUTH IN TAXATION

The undersigned, Presiding Officer of the Geneva Park District, hereby certifies that I am the presiding officer of the Geneva Park District, and as such presiding officer I hereby certify that the levy ordinance, a copy of which is appended hereto, was adopted pursuant to, and in all respects in compliance with, the provisions of the "Truth in Taxation Law." P.A. 88-455. Illinois Compiled Statutes, 35 ILCS 200/18-60 through 200/18-85.

Geneva Park District
Kane County, Illinois

Date_____

Susan VanderVeen, President
Board of Park Commissioners

(SEAL)

STATE OF ILLINOIS)

SS

COUNTY OF KANE)

I, SHEAVOUN LAMBILLOTTE, Secretary of the Board of Commissioners of the Geneva Park District in the County of Kane and State of Illinois, do hereby certify that attached hereto is a true and correct copy of that certain Ordinance now on file in my office entitled:

Ordinance #2020-07

An Ordinance Levying and Assessing Taxes of the Geneva Park District of Kane County, Illinois for the Fiscal Year beginning May 1, 2020 and ending April 30, 2021

which Ordinance was duly adopted and approved by the Board of Commissioners of the Geneva Park District at a regular meeting held on the Fourteenth Day of December 2020.

I do further certify that a quorum of said Board of Commissioners was present at said meeting, and that the Board complied with all requirements of the Illinois Open Meetings Act.

I do further certify that the ordinance of which the foregoing is a true and correct copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Geneva Park District this Fourteenth Day of December, 2020.

(SEAL)

Sheavoun Lambillotte, Secretary

STATE OF ILLINOIS)

SS

COUNTY OF KANE)

CERTIFICATE

I, John A. Cunningham, do hereby certify that I am Clerk of the County of Kane, in the State of Illinois, and as such I am the keeper of Records, Ordinances and the Seal of said County.

I further certify that the attached Certificate of Compliance with the Truth in Taxation Law and Tax Levy Ordinance of the Board of Park Commissioners of the Geneva Park District and affidavit of the Secretary of the Board of Park Commissioners of the Geneva Park District, were filed in my office on this 15th day of December, 2020.

IN WITNESS THEREOF, I hereunto set my hand and the seal of said County of Kane this 15th day of December, 2020.

John A. Cunningham, County Clerk
Kane County Illinois

(SEAL)

EAV	EAV ESTIMATED 2020	Estimated Percent Increase	EAV Actual 2019	Estimated Percent Increase	EAV Actual 2018	Estimated Percent Increase	EAV Actual 2017	Percent Increase	EAV Actual 2016	Percent Increase
Farm	7,844,055	0.0489	7,478,701	-0.0147	7,590,057	0.0302	7,367,557	0.0114	7,284,710	0.0534
Residential	1,217,826,920	0.0218	1,191,874,307	0.0161	1,172,961,579	0.0382	1,129,767,886	0.0374	1,089,001,160	0.0724
Commercial	273,306,035	0.0167	268,814,112	0.0109	265,927,799	0.0396	255,802,390	0.0073	253,940,564	0.0538
Industrial	130,796,973	0.0484	124,755,959	0.0073	123,855,920	0.0333	119,862,768	0.0044	119,339,631	0.0366
Railroad	2,016,390	0.0000	2,016,390	0.0881	1,853,124	0.0712	1,729,996	0.0187	1,698,183	0.0160
Total Value	1,631,790,373	0.0231	1,594,939,469	0.0145	1,572,188,479	0.0381	1,514,530,597	0.0294	1,471,264,248	0.0660
Growth in Total EAV %	2.31%		1.45%		3.81%		2.94%		6.60%	
Growth in EAV \$	\$36,850,904		\$22,750,990		\$57,657,882		\$43,266,349		\$91,099,990	
New Property as a % of EAV	0.65%		0.61%		0.86%		0.84%		0.94%	
New Property \$	\$10,560,565		\$9,652,284		\$13,522,698		\$12,767,003		\$13,856,372	
CPI	2.30%		1.90%		2.10%		2.10%		0.70%	
Tax Cap Extension	\$6,486,564		\$6,299,692		\$6,144,741		\$5,966,645		\$5,794,721	
Growth in Extension	\$186,872		\$154,950		\$178,097		\$171,923		\$94,505	
Growth in Extension %	2.97%		2.52%		2.98%		2.97%		1.66%	
Tax Rate	0.476087		0.483718		0.479859		0.485241		0.532945	

EAV	EAV Actual 2015	Percent Increase	EAV Actual 2014	Percent Increase	EAV Actual 2013	Percent Increase	EAV Actual 2012	Percent Increase	EAV Actual 2011	Percent Increase
Farm	6,915,198	-0.0605	7,360,564	0.0159	7,245,167	0.3771	5,261,072	-0.0555	5,570,433	-0.0347
Residential	1,015,481,786	0.0375	978,752,038	0.0060	972,916,298	-0.0424	1,015,977,831	-0.0493	1,068,665,389	-0.0479
Commercial	240,968,720	-0.0484	253,236,352	0.0632	238,178,900	-0.0409	248,327,871	0.0223	242,921,755	-0.1058
Industrial	115,127,183	0.0127	113,678,283	-0.0148	115,385,135	-0.0107	116,630,963	-0.0033	117,021,924	-0.0686
Railroad	1,671,371	0.3024	1,283,337	0.0000	1,283,337	0.2358	1,038,505	0.1315	917,812	0.0627
Total Value	1,380,164,258	0.0191	1,354,310,574	0.0145	1,335,008,837	-0.0376	1,387,236,242	-0.0334	1,435,097,313	-0.0598
Growth in Total EAV %	1.91%		1.45%		-3.76%		-3.34%		-5.98%	
Growth in EAV \$	\$25,853,684		\$19,301,737		-\$52,227,405		-\$47,861,071		-\$91,251,278	
New Property as a % of EAV	0.95%		0.74%		0.75%		0.94%		0.63%	
New Property \$	\$13,058,918		\$9,963,439		\$9,981,488		\$13,099,235		\$9,101,788	
CPI	0.80%		1.50%		1.70%		3.00%		1.50%	
Tax Cap Extension	\$5,700,216		\$5,601,425		\$5,472,335		\$5,340,582		\$5,136,070	
Growth in Extension	\$98,792		\$129,090		\$131,753		\$204,512		\$107,972	
Growth in Extension %	1.76%		2.36%		2.47%		3.98%		2.15%	
Tax Rate	0.559914		0.566712		0.559493		0.526615		0.4948	

EAV	EAV Actual 2010	Percent Increase	EAV Actual 2009	Percent Increase	EAV Actual 2008	Percent Increase	EAV Actual 2007	Percent Increase	EAV Actual 2006	Percent Increase
Farm	5,770,455	-0.3603	9,021,244	0.1245	8,022,611	-0.0707	8,632,543	0.0787	8,002,830	0.3001
Residential	1,122,401,102	-0.0413	1,170,753,557	-0.0011	1,172,020,175	0.0576	1,108,174,962	0.0848	1,021,590,955	0.1057
Commercial	271,673,618	-0.0467	284,983,247	-0.0377	296,140,598	0.0429	283,960,198	0.0935	259,683,385	0.1298
Industrial	125,639,780	-0.0069	126,506,924	-0.0041	127,022,896	0.0469	121,326,875	0.1135	108,962,523	0.0819
Railroad	863,636	0.2509	690,393	0.2050	572,917	0.0936	523,887	-0.0019	524,910	-0.0031
Total Value	1,526,348,591	-0.0412	1,591,955,365	-0.0074	1,603,779,197	0.0533	1,522,618,465	0.0885	1,398,764,603	0.1091
Growth in Total EAV %	-4.12%		-0.74%		5.33%		8.85%		10.91%	
Growth in EAV \$	-\$65,606,774		-\$11,823,832		\$81,160,732		\$123,853,862		\$137,632,673	
New Property as a % of EAV	0.82%		1.06%		1.24%		2.52%		2.96%	
New Property \$	\$12,567,058		\$16,921,821		\$19,866,256		\$38,426,596		\$41,469,814	
CPI	2.70%		0.10%		4.10%		2.50%		3.40%	
Tax Cap Extension	\$5,028,098		\$4,854,031		\$4,797,705		\$4,551,716		\$4,328,337	
Growth in Extension	\$174,066		\$56,326		\$245,990		\$223,378		\$269,889	
Growth in Extension %	3.59%		1.17%		5.40%		5.16%		6.65%	
Tax Rate	0.4573		0.4207		0.4097		0.4135		0.4297	

TAX CAP EXTENSION

Prior Year Aggregate Ext. Base X (1+Limit) X Rate Increase Factor = Numerator

6,299,692

1.023

1.0

6,444,585

Est. 2020 EAV - Annexations + Disconnections= Adjusted Est. 2020 EAV

1,631,790,373

0

0

1,631,790,373

Adjusted Est. 2020 EAV - (New Property x State Multiplier) - TIF Recovery - EZ Recovery = Denominator

1,631,790,373

10,560,565

1.000000

0

0

1,621,229,808

Numerator / Denominator = Limited Rate

6,444,585

1,621,229,808

0.397512

Limited Rate X Est. 2020 EAV = Total Est. Aggregate Ext.

0.397512

1,631,790,373

6,486,564

	2019 Extension	Est. 2020 Extension	2020 Levy Request	
Corporate	3,971,702	4,076,965	4,200,000	MAX RATE BY LAW= .35
Recreation	1,611,750	1,661,548	1,705,000	MAX RATE BY LAW= .37
IMRF	182,477	249,034	255,000	NO LIMIT
Liability Insurance	168,792	177,667	180,000	NO LIMIT
Audit	10,734	7,938	7,500	MAX RATE BY LAW= .005
Social Security	354,236	313,412	320,000	NO LIMIT
Total Capped	6,299,692	6,486,564	6,667,500	
	← 2.97% Increase →			
Special Recreation	570,015	426,000	426,000	MAX RATE BY LAW= .04
Bond & Interest	845,302	856,176	856,176	NO LIMIT
Total Uncapped	1,415,317	1,282,176	1,282,176	
	← 9.41% Decrease →			
	2019 Tax Rate	Est. 2020 Tax Rate		
Limited Rate (Capped)	0.394980	0.397512		
Non Limiting Rate (Uncapped)	0.088738	0.078575		
Total Tax Rate	0.483718	0.476087		

Comparison of 2020 & 2021 Tax Bills

Scenario: A tax levy increase of CPI 2.3%, plus \$6.5M residential new growth, a overall 1.12% increase in residential EAV.

	\$200,000 Fair Market Value Home		\$300,000 Fair Market Value Home	
	<i>Tax Year 2020</i>	<i>Tax Year 2021</i>	<i>Tax Year 2020</i>	<i>Tax Year 2021</i>
Fair Market Value	\$ 200,000	\$ 200,000	\$ 300,000	\$ 300,000
Equalized Assessed Valuation (33 1/3%)	\$ 66,667	\$ 66,667	\$ 100,000	\$ 100,000
Assuming 1.12% rise in EAV home value*		\$ 67,413		\$ 101,120
Geneva Park District Tax Rate	0.0483718	0.04760870	0.0483718	0.04760870
Tax Bill	\$ 3,224.78	\$ 3,209.46	\$ 4,837.18	\$ 4,814.19
Tax Increase (Decrease) from prior year		\$ (15.33)		\$ (22.99)
Percentage Tax Increase (Decrease from prior year)		-0.48%		-0.48%

Assumes estimated EAV provided by county of \$1,631,790,373.

*Rise in residential EAV determined by taking overall increase in residential EAV of 2.18% less new growth in residential of \$6.5M equals 1.12% rise in home value.

**NOTICE OF PUBLIC HEARING TO APPROVE PROPOSED PROPERTY
TAX LEVY FOR THE GENEVA PARK DISTRICT**

A public hearing to approve a proposed tax levy for the Geneva Park District, Kane County, Illinois for 2020 will be held on December 14, 2020 at 7:00 p.m. at Geneva Park District Offices, 710 Western Avenue, Geneva, Illinois. Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Sheavoun Lambillotte, Secretary of the Board, Geneva Park District, 710 Western Avenue, Geneva, Illinois 60134 or phone 630-232-4542.

The taxing district has estimated its equalized assessed valuation to secure new growth revenue and must adhere to the Property Tax Extension Limitation Law (PTELL or “tax cap” law). PTELL limits the increase over the prior year in the property tax extension of this taxing district to the percentage increase in the Consumer Price Index (CPI), which is 2.3%.

Publish in the Suburban Chronicle Newspaper Wednesday December 2, 2020



TO: ALL MEMBER DISTRICTS

FROM: Peter M. Murphy, President/CEO

DATE: October 1, 2020

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held on January 28-30, 2021.

Article V, Section 3 and 4 of the Constitutional By-Laws of the Illinois Association of Park Districts provides as follows:

"Section 3. Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district."

"Section 4. No member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district."

Accordingly, we enclose herewith a certificate, which, when properly certified by the Secretary of your agency after its governing board authorizes such delegate and alternates at a regular or special meeting, shall be mailed to the Association's office, 211 East Monroe Street, Springfield, IL 62701.

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 30, 2021 at 3:30 p.m.

Your agency must be in good standing, the Credentials Certificate must be signed by the Board President and Secretary with your agency seal affixed.

NOTE: If your agency does not have a seal, then write the word "SEAL" and circle it where indicated on the certificate.

Your careful and prompt attention to this important matter is requested.

CREDENTIALS CERTIFICATE

This is to certify that at a meeting of the Governing Board of the

Geneva Park District held at
(Name of Agency)
Sunset Community Center on October 19, 2020 at 7:00 pm
(Location) (Month/Day/Year) (Time)

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held on **Saturday, January 30, 2021 at 3:30 p.m.:**

Name

Title

Email

Delegate: _____

1st Alternate: _____

2nd Alternate: _____

3rd Alternate: _____

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

Signed: _____
(President of Board)

Affix Seal:

Attest: _____
(Board Secretary)

Return this form to:

Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701-1186
Email: iapd@ilparks.org

M E M O

TO: GENEVA PARK DISTRICT BOARD OF COMMISSIONERS

FROM: SHEAVOUN LAMBILLOTTE

RE: UPDATES TO THE FINANCIAL PROCEDURES POLICY MANUAL,
INVESTMENT POLICY AND JOB DESCRIPTIONS

DATE: OCTOBER 19, 2020

Enclosed are the revised Financial Procedures Policy Manual, Investment Policy and Job Descriptions which contain changes.

All text changes are marked with either ~~strikethrough marks~~ for material to be deleted or text in **different colored fonts** as new material to be added to the manual. Please review these revisions and be prepared to provide any comments and/or your approval at the board meeting.

Thank you.



Geneva Park District

Financial Procedures Policy Manual

Board Approved ~~June-October~~201620

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1.0 REVENUE / EXPENDITURES/ CASH MANAGEMENT POLICY

1.1 Statement of Philosophy:

The Board requires that recreation programs be self-supporting. Exceptions to this ruling shall be strictly on an individual program basis and reviewed annually with the budget presentation.

1.2 Objectives:

The Park District's policy regarding cash management is based upon the realization that there is a time-value to money. Temporarily idle cash may be invested for a period of one day to one year, depending upon when the money is needed. Accordingly, the Executive Director and Supt. of Finance & Personnel shall implement written cash management procedures, which shall include, but not be limited to the following:

Receipts

All monies due the Park District shall be collected as promptly as possible. Monies that are received shall be deposited in an approved financial institution no later than two business days after receipt by the Park District (30 ILCS 225/1). Amounts that remain uncollected after a reasonable length of time shall be subject to any available legal means of collection.

As a general policy, one employee will not receive, record, and deposit Park District funds without review and verification by another authorized employee. The responsibility for receiving, recording and depositing Park District monies are delegated to the following employees: 1) Closing staff at each facility shall close out cash registers or collect cash bags with coinciding reports per their individual operating procedures. 2) Each facility shall designate one person to collect the funds and confirm totals. 3) The funds are then given on a daily basis to the Accounting clerk whom posts the funds to the financial system 4) The Accounting Clerk then gives the funds to the Supt. of Finance & Personnel to deposit at the bank.

Unless authorized by the Executive Director or Supt. of Finance & Personnel, employees will not be able to retrieve bank deposit receipts or deposit bags. Deposits of receipts are to be made only at the bank locations specified by the Supt. of Finance & Personnel.

Disbursements

Any disbursements for supplies, goods, or services shall be contingent upon an available budget appropriation or the availability of the properly designated capital funds. Disbursements shall be made subject to the following limitations:

- Payments from a petty cash fund will be made immediately and not exceed \$30 when cash slips are authorized by a department supervisor or designee;
- The Executive Director, Superintendents, or Supervisors, depending on the amount of the purchase, must authorize payments for goods or services.
- The limits set in Purchase Guidelines section (Section 1.6) must be adhered to when making purchases or dispersing funds for payments.
- Typically accounts payable checks are cut twice per month, refund checks are cut no less than once every ten days, and payroll checks are issued on a biweekly basis. For internal control purposes, only the Accounts Payable Manager can cut accounts payable checks, only the Accounts Receivable Manager can cut refund checks, and only the contracted payroll service provider can cut payroll checks. In the event of absence, or if assistance

is needed, the Supt. of Finance & Personnel can also prepare and cut disbursement checks.

- The Park District shall make payments according to the Illinois Prompt Payment Act which requires purchases made by the Park District be paid within 30 days of the receipt of the invoice or within 30 days after receipt of the goods or services, whichever is later, after approval on a claims list.

Pooling of Cash

Except for cash in certain restricted and special accounts, the Park District will pool the cash of various funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the proper funds based on their respective participation or according to budgetary needs and in accordance with generally accepted accounting principles.

1.3 Authority and Responsibility:

Authority for cash management procedures of the Park District is delegated to the Executive Director and the Supt. of Finance & Personnel.

1.4 Pricing Policy:

The purpose of the Geneva Park District Pricing Policy is to provide the District with consistent guidelines in pricing admissions, memberships, facilities, rentals, programs and service fees. This provides a quantifiable rationale for the establishment of price, consistency among staff in establishing prices for services, and provision of a better understanding of the philosophy of pricing services for participants. User understanding is important as many taxpayers assume their tax dollars support services without the need for additional fees.

The pricing policy provides a basis for clear understanding of the level of benefit and exclusivity the user receives above what a general tax payer receives and the costs to provide services, memberships, facilities, rentals, or programs. The Pricing Policy is expressed in terms of the percentage of cost recovery the agency is trying to recover against the agency's overall budget. The Policy also takes into account market conditions that result in the need to have a flexible and timely approach to pricing.

The Superintendents and Supervisors are responsible for following the pricing policy to recommend appropriate fees and charges for services, memberships, facilities, rentals, or programs. These fees and charges will be reviewed and approved by the Board of Commissioners on an annual basis through the annual facility report process and the annual budget process.

1.4.1 Objectives of Pricing

The objective of effective pricing is fourfold:

- Equity
- Revenue Production
- Efficiency
- Redistribution of Income

1. Equity

Equity means those who benefit from the service should pay for it and those who benefit the most should pay the most. Public park and recreation agencies offer three kinds of services: public, merit and private services and are detailed in the following section. The type of service will directly determine the cost recovery strategy or pricing strategy to be used in the pricing of services and products.

Public Services (Community-Wide Services) normally have no user fees associated with their consumption. The cost for providing these services is borne by the general tax base. Public services are those services parks and recreation offer that provide all users the same level of opportunity to access the service. The level of benefit is the same for all users. Examples of public services are open public access to use a park, a playground, or a trail such as the Butterfly House, Moore Park spray ground, ice skating rinks, or disc golf. Special events may also be considered public services. These services are generally 100% subsidized.

Merit Services (Community Based Special Interest Services) are generally priced using a partial overhead pricing strategy. Partial overhead pricing strategies recover all direct operating costs and some determined portion of fixed costs. The portion of fixed costs not recovered by the price established represents the tax subsidy. Whatever the level of tax subsidy, the District staff needs to inform the public the level of subsidy being provided.

Merit services are usually services whereby the user receives a higher level of benefit than the general taxpayer. And yet the taxpayer benefits as a whole because the service provides a more livable community, provides youths with opportunities for engagement, and the service has a good public benefit as well. Examples of merit type services are swim lessons, youth sports, after-school programs, and special events that promote healthy active lifestyles.

Private Services (Revenue Facilities/Programs) occur when only the participant benefits. These programs and services require a full cost recovery strategy. The price of these services is intended to recover all fixed costs and variable costs associated with the service. Examples of private services are food services for resale, retail services, rentals of program space for programs or events, high level/competitive sports and programs, trips and contractual programs.

2. Revenue Production

Revenue production includes user fees from admissions, programs, food services, retail services, rentals and special events that assist in the overall funding of District operations. Revenue production gives the park and recreation system needed cash for operations, capital costs and marketing dollars to promote programs and services. These dollars can come from any source that support operations and, in addition to fees and charges, include grants, sponsorships, partnerships, and special rental uses.

3. Efficiency

Efficiency is accomplished by pricing goals to increase attendance during specific time frames when facilities are empty or decrease attendance because of overcrowding. Pricing can achieve six positive results:

- Reduces congestion and overcrowding
- Indicates visitor demand and support
- Increases positive visitor attitudes
- Provides encouragement to the private sector to invest in District programs through contracts that can bring greater revenue
- Provides incentives to achieve societal goals
- Ensures stronger accountability by District staff

4. Redistribution of Income

Redistribution of income is defined as dollars generated from each activity are redistributed to the area it came from to pay direct cost and indirect cost in some situations and for future capital improvements of the overall District. The District annually transfers net surplus from all recreation programs to the Capital Improvement Fund in the form of an audit transfer. Capital improvements include items such as facility repairs and improvements, playground replacements, vehicles and equipment. These capital improvements may or may not be related to the activity the revenue was originally generated from.

Effective pricing is dependent upon the following elements:

- Knowing the costs to produce a service or product
- Knowing what other similar providers are charging
- Understanding the nonmonetary influences of price
- Having a consistent approach to pricing changes among staff members
- Having quality and knowledgeable staff
- Establishing value of services and programs

Pricing of services needs to motivate consumers. All of these appropriate strategies need to be in place as a pricing and cost recovery system. District staff must be well trained in pricing for this to be successful and requires Board support as well. This process will ultimately provide the District with the guidelines necessary to develop pricing mechanisms that are fair to all program and facility users, help to sustain and grow programs, and to relieve the importance of reliance on tax dollars to provide services.

1.4.2 General Types of Pricing

1. Cost-based pricing: $\text{Price} = \text{direct costs} + \text{overhead costs} + \text{profit margin}$.
2. Competition based pricing: Use of competitors as a price anchor.
3. Demand based pricing: Prices are established based on what customers will pay for the service.

4. Admission Fees: Fees to enter to use a facility such as miniature golf or outdoor pool.
5. Rental Fees: Payments made for the privilege of exclusive use of park property of any kind, both indoor and outdoor sites.
6. User Fees: Fees for the use of a facility or participation in an activity such as a group program or instructional class.
7. Memberships and Pass Fees: Payments for ongoing use and unlimited use of facilities such as fitness center memberships and pool passes.
8. Sales Revenues: Revenue obtained from the operation of stores, concessions, and from the sale of merchandise and other property.
9. License and Permit Fees: Fees to obtain written consent to perform some lawful action, typically after permission has been issued by the District. Examples include payment to obtain licenses or concession permits.
10. Differential Non-Resident Fees: Those additional fees charged to non-district users for the use of Park District facilities, programs, etc.
11. Special Services Fees: Fees for supplying extraordinary articles, commodities, activities, or services that may not be considered standard or routine functions of a public agency, such as individual or private golf lessons, photo/video location fees for advertising/motion picture firms, or athletic league entry fees.
12. Park District affiliate groups fall into the private category and capture all direct and indirect costs. This is a fair categorization as general taxpayers should not subsidize athletic groups.

1.4.3 Examples of Classification Types

A variety of pricing classifications should be established. These classifications provide a rationale for fairness among users and encourage users to move to a classification that best fits their schedule and price point. These include the following:

1. General programming, daily use and membership fees assessed to all patrons not classified as one to the following.
2. Senior discounts for individuals ages 60 and over for many general programs, pool passes and fitness center memberships.
3. Group discounts for large families or groups items such as pool rentals and corporate fitness memberships.
4. Financial hardship discounts, on an individual basis, at the discretion of the Executive Director or his/her designee. It is the policy of the Park District not to exclude participation in District programs because of financial problems in a family. Currently, the Park District has policies relating to Scholarship Opportunities detailed in Operations Manual.

5. Active Duty Military Personnel (ADMP) discounts, for personnel and their families as described below:

Patron	Discount	Proof Required
Resident ADMP	Fitness Center Membership & Pool Pass: No Charge. Programs: 20% discount off resident rate.	ADMP ID & Proof of Residency
Resident spouse & dependent children. Can be living with resident family while spouse is deployed	Fitness Center Membership & Pool Pass: No Charge. All programs & facility use at 10% discount off resident rates	ADMP ID & Proof of Residency
Non-resident ADMP, spouse & dependent children	All programs & facility use at 10% discount off non-resident rates.	Active Duty Military ID

6. Increased charges for non-residents residing outside the Geneva Park District boundaries.

1.4.4 Definitions of Costs

1. Direct Costs – These are costs that are directly attributed to an individual service and include: instructor wages, materials, transportation, admission fees, specific marketing costs, building rental costs on non-district facilities, etc.
2. Indirect Costs – These are costs that can not be associated directly with an individual service, but can be attributed to the delivery of that service or the location where the service is provided and include: supervision cost, utility cost of a specific building, building maintenance and cleaning, office and restroom supplies etc.
3. Total Costs – This is the cost of providing a service and includes both the direct and an allocated portion of the indirect costs.
4. Overhead - These are costs that are not easily attributed directly or indirectly to a specific service and include: salaries of administrative, registration, maintenance and accounting personnel, general supplies, bank fees, cost of checks, information technology costs, brochure, website and general marketing costs, utilities for administrative facility operations etc.

1.4.5 Guidelines of Cost Recovery

As mentioned previously, the classification of programs consists of three categories:

- Public
- Merit
- Private

The designation of cost recovery, which includes direct and indirect costs are as follows:

	<u>Public</u>	<u>Merit</u>	<u>Private</u>
Direct	90-119%	120-139%	140%+
Indirect	40-69%	70-99%	100%+

1.4.6 General Pricing Process Guidelines

As part of each year's budget submission, staff will recommend pricing changes to Department Heads and the Executive Director for review. The Park Board will approve changes to admission and membership fees as part of the annual facility report review and recommendations. Recreation staff, with the approval of the Recreation Superintendent, will have the discretion to establish or change fees for recreation programs and associated services throughout the year, approved by the board as part of the budget process. Other guidelines include:

1. The Park District will not charge fees to residents for entrance and general public use of playgrounds or informal use of outdoor athletic facilities.
2. Supervisors may prorate fees if a person wishes to participate in a program after the first half of a program and the desired outcome of the program does not depend on attending all classes.
3. The Park District may develop special pricing strategies including differential fees for different types of organizations, different times of the year, incentives to increase participation, and group, repeat business or multiple family member discounts.
4. Managers will consider appropriate direct, indirect and overhead costs, market conditions, target markets and payment of capital improvement bonds issued to renovate a specific facility when developing fees and charges for all Park District services.
5. The Park District will consider the cost of using the facility when determining the total cost of offering programs instructed by a contractual third party.
6. The minimum number of participants per class needed to achieve revenue policy goals will be the determining factor in setting class minimums. Programs must reach minimum participant levels one week before the class starting date or the Park District may cancel the program unless approved by the Superintendent of Recreation.

1.4.7 Revenue Producing Facilities

1. The Park District owns and operates ~~four~~five revenue-producing facilities: Sunset Pool, Mill Creek Pool, Sunset Fitness & Racquetball Center, Stone Creek Miniature Golf and Stephen Persinger Recreation Center.
2. Each facility has a separate Facility Manual.
3. Tax revenue will not fund operational costs for revenue facilities.
4. The revenue produced by these facilities and programs should exceed the total operational costs (wages, contractual services, repairs, supplies, facility use fees, utilities, etc. and show a profit to offset overhead costs in other program areas).

5. Residency should be a consideration when determining pricing for revenue facilities in order to meet revenue goals and deter capacity levels from becoming a problem or preventing residents from participating.

1.4.8 Rentals

1. There are three categories of Rental Revenue: Resident, Resident Non-Profit Organizations (Churches, Service Clubs, School, City, etc.), and Non-Resident.
2. Further detail on actual rental pricing is located in the Operations Manual.
3. Resident and non-resident rental fees will cover all direct costs and some fixed indirect costs.
4. Resident non-profit organization rental fees will be assessed at 50% of the regular resident rate.
5. Non-resident rental fees require the payment of an additional charge ~~not~~ to exceed 100% of the resident rate.
6. Resident and non-resident rentals may be charged fees in addition to the regular room charges to cover the cost of additional staffing, liquor permits/insurance or supplies.

1.4.9 Non Resident Fees

Geneva Park District residents through property taxes make a financial contribution to the operation of the Park District. Park District residents therefore are given first priority for registration. Individuals living outside the District are to pay additional fees as listed in the seasonal brochures.

Residency of the Geneva Park District is defined by financial contributions through property taxes for the operation of the park district. Boundaries of the Geneva Park District and the City of Geneva are not exactly the same. Verification of residency can be done by reviewing a current property tax bill. Proof of residency in the form of a current tax bill or utility bill, for example, may be required during program registration.

1. General programming and special event fees for non-residents require the payment of an additional 50% of the resident rate not to exceed an additional \$30.
2. Facility daily use fees and membership/pass fees for non-residents are recommended by staff and approved by the board annually during the presentation of the facility Annual Report.
3. Non-resident rental fees will cover all direct costs and some fixed indirect costs.
4. All regular trip fees are the same regardless of residency status. ~~Adventure Recreation Trip fees are different based on residency status.~~

1.5 Accounts Payable and Accounts Receivable Procedures:

1.5.1 Refunds

During the course of a recreation program season, refunds may be issued to individuals for numerous reasons. This detailed policy is listed in Operations Manual.

1.5.2 Bad Debt

The below are requirements for the write off of monies owed to the District within the boundaries mentioned below.

Bad debt is defined as an accounts receivable(s) that will likely remain uncollectible and will need to be written off. In summary, it is money owed to the District that management believes the District will be unable to collect.

An outstanding debt is to be written off as a bad debt expense when it has fulfilled all of the following criteria:

1. The debt is overdue greater than one year;
2. All efforts to collect the outstanding debt have been exhausted;
3. The bad debt has been noted on the customer's account and their account has been frozen (i.e., their account is no longer able to register for programs, purchase memberships or purchase items without bringing their account current).

The Superintendent of Finance and Personnel will review and authorize staff to write off outstanding debt as part of the day to day operations of the Finance Department. An outstanding debt cannot be written off without the written authorization of the Superintendent of Finance and Personnel.

In the event the monies are collected after the original amounts have been written off to bad debt the recovered revenue is to be recorded in the recovery line item of the fund the outstanding debt was written off to.

1.5.3 Outstanding Checks

All checks meeting the definition of an "Outstanding Check" will be covered under this policy. For purposes of this policy, an outstanding check is defined as any payroll or disbursement check that has already been issued by the District but has not yet cleared the bank or been voided as of the last day of the month. A report is printed each month from the District's accounting records detailing the date, payee name, and dollar amount of every outstanding check on record.

The District makes a conscientious effort to resolve all outstanding check matters. When checks become outstanding for at least 6 months the bank will no longer cash the "stale" check and the payee is contacted that they have a "stale" outstanding check. The payee is asked to indicate the status of the check in question (i.e., check misplaced, check never received, etc.) Checks that have become lost or misplaced are reissued. Checks that have become stale (over 6 months old) are returned to the District and reissued. Checks that are issued in error are voided and not reissued. Any lost checks less than six months old are reissued and a stop payment is placed on the original check.

If a payee is unable to be contacted or does not respond to the District's attempts to contact them, after the check has remained outstanding for 12 months, the check is removed from the outstanding check register and written off into a holding account. The money is retained by the District for a period of seven years, at which point a report is filed and the money is turned over to the Unclaimed Property Division of the State of Illinois. This Division regularly publishes the names of all payees for which checks have been turned over to them and all claims of property must be made directly with the State. Unclaimed property at this point remains property of the State and is never returned to the District.

1.6 Alternate Financial Assistance:

1.6.1 Grants

The Park District shall apply for grants, when applicable, to help offset expenses during new construction and renovations of park properties.

1.6.2 Gifts and Donations

The Park District recommends donations outside of the Land / Cash Ordinance be submitted directly to the Geneva Park District Foundation. Further details are listed in Administrative Manual, under Section #4 titled Board Policies. Donations are also accepted regularly as a voluntary entrance fee into the Peck Farm Park Butterfly House and Peck House.

1.6.3 Reciprocal Agreements

Through reciprocal agreements with several local agencies, the Geneva Park District is able to provide additional programs to our residents. The Park District works with the Batavia and St. Charles Park Districts, Delnor Community Hospital, Waubensee Community College, the City of Geneva, the Geneva Public Library, and the Geneva School District. These agencies provide facilities, staff, and other resources that enable the Geneva Park District to offer many programs and events.

1.6.4 Sponsorships

The Park District shall seek sponsorships to help maintain the current level of recreation programs and special events. When sponsorships are not available, participant fees will adjust where applicable.

1.6.5 Living Family Tree Program

Through this program, individuals and groups are invited to donate a tree to one of Geneva's beautiful parks in the name of someone special or to commemorate a special occasion (i.e. births, anniversaries, weddings, retirements, etc.). Trees are planted in the Spring and Fall. Arrangements must be made in February for April plantings or in August for October plantings. Donors have the option of selecting the park in which the chosen tree or shrub will be planted. They will receive a certificate identifying the species, its location, the date of its planting, and the name of the person or event for which the tree was planted. The Park District will take responsibility for planting, pruning, cultivating, fertilizing and watering the trees. Tree purchasers will simply enjoy watching the ever-growing symbol of their gift.

1.6.6 Parks Foundation

The Park District assisted in the formation of this recognized 501C3 not for profit charitable organization as an extension of the Park District. It is a separate organization with its own governing Board and assists in providing funding towards Park District initiatives and priorities that cannot be fully or partially funded by the Park District.

1.6.7 Advertising

The Park District does currently accept advertisements on or in Park District publications or facilities. Evaluation and use of this alternative revenue source must be addressed for each different type of occurrence by the Executive Director or a Department Head.

1.7 Purchase Guidelines:

All employees of the Geneva Park District are required to adhere to the following “purchase guidelines” when buying items for the District. Receipts for purchases should be submitted to supervisor within 30 days of purchase. These purchase guidelines have been established in order to protect both the District and the employee from accusation about purchases. Any employees who do not follow the below procedures may have their purchasing power revoked and be subject to discipline up to and including termination.

1.7.1 Limits:

Every position within the district has a limit in the dollar amount of purchases, which can be made without prior approval. These limits are as follows:

Executive Director: \$10,000.00 per item

Purchases may exceed amount with approval from Board. The Executive Director is authorized to make any necessary purchase which does not exceed \$10,000.00 per item, except for emergency repairs or purchases which are required from time to time.

Dept. Head: \$2,000.00 per item

Purchases may exceed amount with Approval from Executive Director.

Full Time: \$500.00 per item

With notification to department head. Purchases may exceed amount with approval from department head.

Part-time/Seasonal:

Purchases must have prior approval by a full-time supervisor. Purchases less than \$25 may be authorized with a verbal approval. Purchases between \$26 - \$99 require written authorization from a full-time supervisor. Purchases over \$500 need a signed purchase order approved by Department Head.

1.7.2 Procedures:

Purchase orders must be completed and approved by the appropriate individual. The following procedures should be followed:

1. Purchase orders are to be completed by employees when 1) requesting to purchase materials or supplies when the total cost exceeds their purchasing limit, 2) purchasing materials or supplies from a manufacturer that requires a purchase order or 3) requesting any contracted labor for repairs, maintenance or construction.
2. Purchase orders are to be submitted to Department Head or Executive Director for approval and signature.
3. Purchase orders are then given back to employee for contractor approval/signature if applicable before contracted work is to be performed.
4. Upon completion of purchase or receipt of shipped merchandise, all receipts, shipping notices and purchase orders are submitted to Department Head attached to invoices.
5. All invoices with purchase orders attached are approved by the Department head and then forwarded to Accounts Payable for payment.

1.7.3 Emergency Purchases:

Emergency purchases are sometimes required. If an emergency occurs and the Executive Director determines that an expenditure that is in excess of \$10,000 is needed, this policy permits the Executive Director of the District to authorize such a purchase and directs that the Executive Director shall contact the Board President to advise of same. Further, such a purchase shall be presented for approval at the next scheduled meeting of the Board of Park Commissioners. The District may make emergency procurements without competitive sealed bidding or prior notice when there exists a threat to public health or public safety, or when immediate expenditure is necessary for repairs to District property in order to protect against further loss of or damage to District property, to prevent or minimize serious disruption in critical District services that affect health, safety, or collection of substantial District revenues, or to ensure the integrity of District records. (See ILCS 500/20-30).

1.7.3.1.7.4 GPD Credit Card and Sam's/Costco Card Use Guidelines:

Employees of the Geneva Park District required to make purchases on behalf of the District for various reasons on a routine basis will be provided a business credit card or have access to the Sam's/Costco card. Cards should be stored at the facility where the employee works in a locked/secured area. Occasionally, employees are allowed to keep the card in their possession overnight or for a few days if they are to be utilizing on a frequent basis, over the weekend or will be traveling.

1. Sam's/Costco Card Use: Employees utilizing the District's Sam's/Costco Card are required to turn in receipts to their supervisor within 7 days. Receipts should include

details such as purpose (i.e., program/site the purchases was made for) and account number to be charged. Receipts should include a full-time supervisor's approval.

2. Credit Card Issue: Employees whose position requires a credit card and have been approved issuance from the Executive Director shall be issued a card by the Supt. of Finance & Personnel. The card is mailed to the District and will have the employees name on it. The card is activated by the Supt. of Finance & Personnel and then given to the employee whom will sign the back of the card.
3. Credit Card Check Out/Use Procedures: An employee is to check-out the credit card from locked/stored area. Employee writes records transaction details electronically in the p drive which includes date of transaction, vendor name, account number to be charged and purpose of expenditure. ~~down date they are checking out card and the purpose and business they will be utilizing the credit card for in the binder labeled Geneva Park District Credit Card Records.~~ They return the card with a copy of the receipt of purchase as well as the account number to charge and the return date. If the purchase is made on-line, a printout confirmation of the purchase should be attached. Employees without access to the safe/stored area should ask for assistance from the front office accounting staff when checking out and returning their card.

If the item is over the employees purchasing limit (see section 1.7.1 for limits) they should attach a signed purchase order showing signed approval by a Department Head or Executive Director.

4. Monthly Reconciliation: Each month and on random occasions the Accounts Payable Manager will check through the card box to ensure all cards are accounted for and follows up with individuals whose cards are not present. The Accounts Payable Manager ensures that there are receipts and approvals for all transactions which appear on the monthly statement. Any charges found not to be a valid authorized charge are reported to the Supt. of Finance and Personnel immediately. In turn, the Supt. of Finance & Personnel immediately reports the information to the Card Fraud Department.
5. Lost or Stolen Cards: If an employee should lose or find their card stolen they should report it to the Supt. of Finance and Personnel immediately who will then immediately report it as lost/stolen to the Credit Card Company.
6. Employee Abuse: Employees who do not follow procedures will have their credit card privileges revoked and may be subject to discipline up to and including termination.
7. Credit Card Termination: Employees who no longer work for the District or whom no longer require a credit card will have their card deactivated and cut up immediately.

1.7.41.7.5 Check Requests

From time to time, checks must be issued to suppliers or individuals providing services in which a bill is not received. The check request should be completed by the employee and

the above limits and procedures should then be followed. (An example would be payment on a contractual agreement.)

1.7.51.7.6 Economic Purchasing:

All employees of the district are encouraged to seek out the most economic choice when purchasing items for the district. This is achieved by 1) Cooperative purchasing through the IPRA to secure bulk purchase pricing, 2) Comparative price quotes for items over \$300.00 and 3) Competitive Bid process for items over \$25,000.00.

1.7.67 Sample Purchase Order

PURCHASE ORDER

710 Western Avenue, Geneva IL 60134
Phone (630) 232-4542 Fax (630) 232-4569

Vendor Name: _____

Date: _____

Vendor Address: _____

Vendor Phone #: _____

Vendor Email: _____

Requested By	Shipping When	Shipping Via	Method of Payment

Quantity	Item #	Unit	Description	Discount	Unit Price	Total
					Subtotal	
					Shipping	
					Total Due	

Account#: _____

GPD Signature: _____

Date: _____

Contractor Signature: _____

Date: _____

Labor for Repairs, Maintenance, Construction etc.

This contract calls for the construction of a "public work", within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the "prevailing rate of wages" (hourly cash plus fringe benefits) in the county where the work is performed. For information regarding the current prevailing wage rates, please refer to the Illinois Department of Labor's website at <http://www.state.il.us/agency/idol/rates/rates/HTM>. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice and record keeping duties.

1.7.78 Sample Check Request
Check Request:

CHECK REQUISITION

TO: _____
(Name)

(Address)

(City) (State) (Zip Code)

AMOUNT: _____ ACCOUNT#: _____

DESCRIPTION: _____

DO YOU WANT CHECK RETURNED TO YOU? _____

COMMENTS: _____

FROM: _____
(Name) (Dept.) (Date)

AUTHORIZED BY: _____
(Signature) (Date)

1.8 Accounting for Revenues & Expenditures:

The Park District's government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred. Property taxes are recognized as revenues when they become both measurable and available in accordance with GASB in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

1.8.1 Preparation of Monthly Financial Report

The Superintendent of Finance & Personnel shall provide to the Board of Commissioners on a monthly basis a Revenue & Expense Report that shows monthly, year-to-date and actual to budget comparisons of revenues and expenditures.

1.8.2 Preparation of Annual Basic Financial Statements

The Superintendent of Finance & Personnel shall prepare annually basic financial statements. An audit of those basic financial statements should be conducted annually by an independent auditor in accordance with auditing standards generally accepted in the United States of America.

1.8.3 Internal Audits

The Superintendent of Finance & Personnel will conduct internal audits of petty cash, deposits, expenditures or any other cash handling procedures to ensure compliance with the above policies concerning revenues, expenditures and cash management.

Periodically, particularly during the summer, the Supt. of Finance & Personnel and/or Facility Manager will visit a point of sale site and conduct an audit of the cash being collected. This consists of either "z-ing" out a cash register or comparing registrations to cash collected. Such audits are conducted to help ensure all cash is being appropriately collected and accounted for.

1.9 Supplemental Appropriations & Fund Transfers Procedures

The purpose of the Supplemental Appropriations and Fund Transfers Procedure is to allow for situations of emergencies where a request may be made for additional funds that are necessary to cover unexpected or unanticipated expenditures within the annual budgeting process and to authorize the expenditure of unanticipated revenues.

1.9.1 Procedures for Under-Funded Budgeted Line Item Expenditures

1. The Superintendent of Finance along with the Executive Director identifies a need for additional funds due to unforeseen circumstances that would exceed budgetary line item expenditures but are within appropriated Fund limits.
2. The Superintendent of Finance along with the Executive Director identifies any eligible, surplus funds available within the Fund's budget for transfer from one account to another or via an inter-fund transfer.
3. Following action by the Board of Park Commissioners the Executive Director informs the Superintendent of Finance as to the method to be used to fund the Supplemental or Emergency Appropriation.
4. The Superintendent of Finance prepares and posts the budget adjustment entry to the accounting system.

1.9.2 Procedures for Supplemental Revenue Sources

1. The Executive Director or Superintendent of Finance identifies the source and amount of supplemental revenue which was not anticipated during the annual budget process.
2. The Executive Director or Superintendent of Finance identifies whether there are any conditions on the expenditure of the identified supplemental revenue.
3. Subject to any conditions identified in (2), the Superintendent of Finance or Executive Director reviews each Fund's performance year-to-date in comparison to the budget to determine which Fund is most in need to additional appropriations.
4. Following action by the Board of Park Commissioners the Executive Director informs the Superintendent of Finance as to the funds(s) to which any Supplemental Revenue has been appropriated.
5. The Superintendent of Finance prepares and posts the approved budget adjustment entry to the accounting system.

1.9.3 Board Approved Methods for Supplemental Funding of an Under-Appropriated Fund

Funding can be granted by the Board of Park Commissioners by the adoption of a resolution, by the applicable majority, directing or authorizing the transferring of interest earned on any of the District's funds to a fund that is most in need of additional funds, 70 ILCS 1205/8-8a; borrowing under 50 ILCS 340/1, et Seq.; or by amending the budget and appropriation ordinance, 70 ILCS 1205/4-4.

1. The Board of Park Commissioners may from time to time make transfers between the various line items in any Fund not exceeding in the aggregate 10% of the total amount appropriated in such Fund. 70 ILCS 1205/4-4.
2. After the six (6) months of any fiscal year, the Board of Park Commissioners may approve by a 2/3 vote to make transfers between some funds and also between various line items in any one fund, each without restriction as to amount, in the appropriation ordinance.
3. The Board of Park Commissioners may amend the Budget and Appropriation Ordinance by following the same formalities required for adopting the original ordinance, 70 ILCS 1205/4-4.
4. The Board of Park Commissioners may authorize an inter-fund transfer of interest under 70 ILCS 1205/8-8a. The Park District's Treasurer needs to request such a change and the Board only needs to approve it by a simple majority.
5. The Board of Park Commissioners may borrow from surpluses in one fund to cover shortfalls in another fund per 50 ILCS 340/1, et. Seq. Tax anticipation warrants or general obligation bonds are issued by the Park District in the name of the particular fund from which the surplus monies were used to buy these securities.

1.10 Fund Balance Reserve Policy:

The purpose of this policy is to establish guidelines as to the appropriate amount of unreserved Fund Balance to maintain in the District's various funds.

1.10.1 Fund Balance Considerations

Fund Balance is defined as the difference between assets and liabilities in a Governmental Fund. The amount of Fund Balance to reserve in an individual fund is dependent upon two primary considerations. First, it should provide for emergency and contingency needs, and second, it should meet unanticipated short-term cash flow needs

of the district. The amount of reserve recommended for each fund is determined by the individual funds cash flows throughout the year as well as the diversification of its revenue stream. In addition, there may be instances whereby a fund needs to increase its fund balance over several years in anticipation of future year's funding needs.

Reservations of fund balance for debt service payments for the following year or portions already designated according to contractual agreements, other obligations or the desire of the Board of Commissioners to create a "Reserve" for a specific purpose are not available and thus not included in the unreserved fund balance.

1.10.2 Fund Balance Procedures

The Executive Director and Superintendent of Finance as part of the annual budget process shall prepare an analysis of this policy. The analysis is to include the prior year actual status and project the status for the current year. Based on future and long-term budgetary needs the recommended fund balance may change from year-to-year.

Shortages from the guidelines of this policy shall be built up through the budget process. Shortage is defined as having less than the minimum fund balance recommendation at fiscal year-end. Shortage may also be defined as having a projection at budget time that would indicate the recommendation will not be met at the current year-end. In some cases, it may be necessary to build up the fund balance to the recommended threshold over a period of several years.

Any excess reserves in the General Fund and Recreation Fund beyond the recommended fund balance at the end of the fiscal year may be transferred to the Capital Projects Fund and included as part of the Annual Audit Transfer. Any Excess reserves in the Liability Fund, Illinois Municipal Retirement Fund, Audit Fund, Social Security Fund, Special Recreation Fund, and Bond & Interest Fund beyond the recommended fund balance at the end of the fiscal year may be used to reduce applicable tax levies in future years.

1.10.3 Fund Balance Reserve Recommendation

To maintain adequate reserves in the General Fund and Recreation Fund based on the above considerations the recommended fund balance target is 20%-~~30%~~ of annual budgeted expenditures. This target may be adjusted annually along with the adoption of the annual budget.

To maintain adequate reserves in the Liability Insurance Fund, Illinois Municipal Retirement Fund, Audit Fund, Social Security Fund and Special Recreation Fund based on the above considerations the recommended fund balance target is 15-30% of annual budgeted expenditures. This target may be adjusted annually along with the adoption of the annual budget.

This policy may be amended from time to time according to the wishes of the Geneva Park District Board of Commissioners.

1.11 Annual Review:

This policy shall be reviewed annually by the Superintendent of Finance & Personnel. Any recommended changes to this policy should be presented to the Board of Commissioners for approval.

2.0 CAPITAL ASSET ACCOUNTING POLICY

The following capital accounting policy has been approved by the Park Board of Commissioners. This policy is established to address the government's investment in property, which comprises a significant resource. This policy is meant to ensure compliance with various accounting and financial reporting standards including generally accepted accounting principals (GAAP), Governmental Accounting, Auditing and Financial Reporting (GAAFR), and applicable State and Federal capital asset regulatory and reporting requirements related to property.

Further, this policy is meant to reflect the government's desire to meet the reporting requirements set forth in *Statement No. 34 of the Governmental Accounting Standards Board, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*.

Specifically, GASB Statement No. 34 states that governments should provide additional disclosures in their summary of significant accounting policies including the policy for capitalizing assets and for estimating the useful lives of those assets (used to calculate depreciation expense). The Statement also requires disclosure of major classes of assets, delineation of assets associated with governmental activities from those associated with business-type activities, beginning and end-of-year balances, capital acquisitions, sales/dispositions, and current-period depreciation expense by function.

Capital assets shall include land, improvements to land, easements, buildings, building improvements vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible and intangible assets that are used in operations and have initial useful lives extending beyond a single reporting period.

Infrastructure assets are long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples include roads, bridges, tunnels, drainage systems, water and sewer systems, dams and lighting systems.

Capital assets are recorded at historical cost which includes any ancillary charges necessary to place the asset into its intended location and condition for use. Ancillary charges include, for example, freight and transportation charges, site preparation costs, and professional fees. Engineering costs (internal and external) include related preliminary project and environmental studies; project estimating, design, and planning (drawings and specifications); and construction engineering, construction management, construction inspection and project payment. Donated capital assets are recorded at their estimated fair value at the time of acquisition.

Major expenditures for capital assets and improvements are reported in the construction-in-progress (CIP) account and capitalized upon completion. Interest incurred during the construction phase of capital assets and improvements in business-type activities is included as part of the historical cost of these capitalized assets.

To be considered a capital asset for financial reporting purposes an item must be at or above the capitalization threshold and have a unit historical cost of \$10,000.00 or more.

With regard to improvements and additions to buildings and infrastructure, the expenditure must be significant in terms of increasing capacity or efficiency. The capitalization threshold for building improvements and additions shall be an amount in excess of \$15,000.00. The capitalization threshold for infrastructure improvements and additions shall be an amount in excess of \$20,000.00. While substantial repairs and most renovations will be reviewed and potentially capitalized, it is anticipated that most will be expensed in the current year.

All land including right-of-ways is capitalized at the time of acquisition regardless of historical cost or fair value if donated.

Capital assets have estimated useful lives extending beyond a single reporting period (one year) and are depreciated using the straight-line method with no allowance for salvage value. The estimated useful lives currently used were developed with the input of knowledgeable staff and reflect our government's experience with these assets and follow:

Land	Non-depreciable
Land Improvements	15 years
Buildings	40-50 years
Vehicles	3-7 years
Machinery and equipment	3-10 years
Infrastructure	20-50 years
Works of art / historical treasures	Non-depreciable

Depreciation is calculated on a straight line basis with no salvage value at the end of the life term.

The Superintendent of Finance and Personnel will ensure that accounting for capital assets is being exercised by establishing a capital asset inventory, both initially and periodically in subsequent years. The Superintendent of Finance and Personnel will further ensure that the capital asset report will be updated annually to reflect improvements, additions, retirements, and transfers and to reflect the new, annual capital asset balance for financial reporting purposes and the annual and accumulated depreciation calculation.

Day-to-day stewardship of personal property (above and in selected instances below the capitalization threshold of \$10,000.00) is the expressed responsibility of the operating department utilizing the property.

For maintenance of the capital asset accounting report, the operating departments have responsibility to report improvements, additions, retirements and transfers in detail to the Superintendent of Finance and Personnel. Detail includes such data elements as asset description, location, make, model, serial number, date of acquisition, cost, life and other information deemed relevant. It is expected that this reporting will be in a timely manner, as the capital asset record must be updated annually.

Capital assets below the capitalization threshold of \$10,000.00 on a unit basis but warranting "control" shall be inventoried at the department level and an appropriate list will be maintained. Data elements are to include asset description, location, make, model, serial number, and other information that assists control or deemed relevant.

Further, these assets below the capitalization threshold but considered *sensitive* may include, for example, radios, personal computers, laptop computers, printers, fax machines, and small power tools. These minor but sensitive items shall be inventoried and controlled at the department level.

The Superintendent of Finance and Personnel shall determine appropriate means, level of detailed data elements, and system to be utilized. Finally, the right to request copies of the inventory and/or updated inventory of controllable items is reserved so as to periodically review the information and adherence to policy.



Geneva Park District Investment Policy

Board Approved ~~November~~ October 17⁹,
201420

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1.0 INVESTMENT POLICY

1.1 Scope:

This investment policy applies to the investment activities of all funds of the Geneva Park District. This policy does not apply to funds held by the deferred compensation 457 program or funds held by the Illinois Municipal Retirement Fund. All financial assets shall be administered in accordance with the provisions of this policy.

1.1.1 Pooling of Funds:

Except for cash in certain restricted and special funds the Geneva Park District will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation, budgetary needs and in accordance with generally accepted accounting principles.

1.2 General Objectives:

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield: purpose of this policy is to establish investment guidelines for Park District officials who are responsible for the safekeeping of public funds. The investment portfolio shall be managed in a manner that will avoid any transaction that might impair public confidence in the Park District. The portfolio shall be diversified to avoid incurring unreasonable risks regarding specific security types or individual financial institutions. Specific objectives follow.

1.2.1 Safety

Safety of principal is the foremost objective of the program. Investment Policy of the Geneva Park District. Each Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk. investment transaction shall first seek to ensure that capital losses are avoided, whether they are from securities defaults or erosion of market value.

1.2.1.1 Credit Risk

The Geneva Park District will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the safest types of securities
- Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

1.2.1.2 Interest Rate Risk

• The Geneva Park District will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

1.2.2 Liquidity

The portfolio of the Park District shall remain sufficiently liquid to enable the District to meet present and anticipated cash flow requirements. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since not all possible cash demands can be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). The portfolio also may be placed in money market mutual funds or local government investment pools, such as IPDLAF+, IMET Convenience Fund or The Illinois Funds, which offer same day liquidity for short-term funds.

1.2.3 Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The annual interest earnings goal is the average rate of return on the ninety-day Treasury bill. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

1. A security with declining credit may be sold early to minimize loss of principal.
2. A security swap would improve the quality, yield, or target duration in the portfolio.
3. Liquidity needs of the portfolio require that the security be sold.

1.2.4 Sustainability

The Superintendent of Finance and Executive Director (hereinafter referred to as investment officer(s)) seeks to invest all funds under its control in a manner that provides the highest risk adjusted investment return using authorized instruments. To achieve this objective, the investment officer(s) has a responsibility to recognize and evaluate risk factors that may have a material and relevant financial impact on the safety and/or performance of investments. Consistent with achieving the investment objectives set forth herein, the investment officer(s) and its agents shall prudently integrate sustainability factors into its investment decision-making, investment analysis, portfolio construction, risk management, due diligence and investment ownership.

The sustainability analysis adds an additional layer of rigor to the fundamental analytical approach and helps assess the reliability of future cash flows and debt repayments. Similar to financial accounting, sustainability accounting has both confirmatory and predictive value, thus, it can be used to evaluate past performance and be used for future planning and decision-making. As a complement to financial accounting, it provides a more complete view of an investment fund or portfolio's performance on material factors likely to impact its long-term value.

The investment officer(s) shall develop policy guidelines to integrate material sustainability risks relevant to particular financial products, investment funds, companies, or government bodies, which shall be provided to internal and external investment managers to factor into their investment decision making. The policy guidelines for integrating sustainability factors shall be reviewed and updated every two (2) years at a minimum to ensure consistency within the rapidly evolving global economy.

The Geneva Park District's Investments portfolio's investment officers shall identify and select

authorized investment options that meet the Geneva Park District's criteria for sustainable investing opportunities and risk parameters and fall within the framework of the investment objectives.

1.3 Standards of Care:

1.3.1 Prudence

The standard of prudence to be used by investment officials ~~those employees of the Park District responsible for investment of public funds~~ shall be the “prudent person” standard, and should be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

~~subject to the foregoing limitations, which state:~~

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible-probable income to be derived.

~~The above standard is established as the standard of professional responsibility and shall be applied in the context of managing the district's overall portfolio. The Park District investment personnel will not incur personal liability/responsibility for a security's credit risk or market risk due to price changes as long as they follow the Prudent Person Rule. This policy recognizes that there are circumstances beyond the control of even the most prudent investor which impact the return obtained. However, the establishment of this policy is intended to assure the Park District and individual employees that actions taken in accordance with the specific provisions hereof shall be deemed to meet the prudent person standard, provided that deviations from expectations for any investment are reported in a timely fashion, and appropriate action is taken to control adverse developments.~~

1.3.2 Delegation of Authority

Authority to select and manage the investment program is granted to the investment officer(s) ~~Director and Supt. of Finance & Personnel~~ of the Park District. ~~-(hereinafter referred to as investment officer(s)).~~ Responsibility for the operation of the investment program is hereby delegated to the investment officer(s), who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer(s). The investment officer(s) shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

1.3.3 Ethics and Conflicts of Interest

Officers, employees and Board members involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees, investment officials, and Board members shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial investment positions that could be related to

the performance of the investment portfolio. Employees, officers and Board members shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of ~~their entity~~ the Geneva Park District.

1.4 Safekeeping and Custody:

1.4.1 Authorized Dealers and Institutions

Investments may be made with or through only those agencies recommended by the Investment Officers. The Supt. of Finance & Personnel will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness, fees, service, and professional expertise. These may include “primary” dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by state statutes.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Supt. of Finance & Personnel with audited financial statements, proof of state registration, proof of National Association of Securities Dealers (NASD) certification, certification of having read and understood and agreeing to comply with the Geneva Park District’s investment policy. ~~all items listed on the approved Geneva Park District Depository Institution checklist.~~ An annual review of the financial condition and registration of qualified bidders will be conducted by the Supt. of Finance & Personnel.

~~A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the Park District invests.~~

1.4.2 Internal Controls

The Supt. of Finance & Personnel is responsible for establishing and maintaining an internal control structure designed to insure that the assets of the Park District are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of the control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits require estimates and judgments by management.

Accordingly, the Supt. of Finance & Personnel shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and record keeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of ~~telephone~~ transactions for investments and wire transfers

1.4.3 Delivery vs. Payment

All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution before the release of funds. A third party custodian will hold securities as evidenced by safekeeping receipts or a custodial agreement.

1.5 Suitable and Authorized Investments:

1.5.1 Investment Types

The Investment Officer(s) may invest in the following investments within the constraints of Illinois law namely, the Public Funds Investment Act, as amended (30 ILCS 235/0.01, et. seq.) and the Investment of Municipal Funds Act, as amended (50 ILCS 340/0.01 et. seq.), that provides for the investment of public funds in specific types of authorized investments. The Park District limits its investments to a maximum of two year maturity for investments of operating funds and a maximum of five year maturity for construction and/or bond proceed funds. The following is a summary of authorized investments.

- ~~Passbook savings account~~
- ~~Now, Super Now and Money Market Accounts~~
- U.S. government obligations, U.S. government agency obligations, and U.S. government instrumentality obligations, which have a liquid market with a readily determinable market value;
- Certificates of deposit and other evidences of deposit at financial institutions, bankers' acceptances, and commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1, or D-1 or higher) by a nationally recognized rating agency;
- Investment-grade obligations of state, provincial and local governments and public authorities;
- Repurchase agreements whose underlying purchased securities consist of the foregoing;
- Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities; and
- Local government investment pools (such as the Illinois Funds, Illinois Park District Liquid Asset Fund or the Illinois Metropolitan Investment Fund) either state-administered or through joint powers statutes and other intergovernmental agreement legislation.
- ~~Commercial Paper— issuer must be a U.S. Corporation with more than \$500 million in assets, rating must be A1 by Standard & Poor's and P1 by Moody's, A2 by Standard & Poor's and P2 by Moody's if fully insured by a AAA-rated U.S. corporation, must mature within 180 days of purchase, must not exceed 10% of the investment portfolio, and such purchase cannot exceed 5% of the corporation's outstanding commercial paper obligations~~
- ~~The Illinois Funds, Money Market Fund; the Illinois Park District Liquid Asset Fund (IPDLAF+); and the Illinois Metropolitan Investment Fund and Illinois Metropolitan Investment Fund (IMET).~~
- ~~Money Market Mutual Funds— registered under the Investment Company Act of 1940, provided the portfolio is limited to bonds, notes, certificates, treasury bills, or other securities which are guaranteed by the federal government as to principal and interest~~
- ~~Repurchase Agreements— collateralized by full faith and credit U.S. Treasury securities or Federal agencies with maximum 330-day maturity~~
- ~~Certificates of Deposit and Time Deposits~~
 - a. ~~Constituting direct obligations of any bank as defined by the Illinois Banking Act and only those insured by the FDIC~~

~~b. Legally issuable by savings and loan associations incorporated under the laws of the State of Illinois or any other state or under the laws of the United States and only in those savings and loan associations insured by SAIF~~

- ~~• Bonds, notes, certificates of indebtedness, treasury bills or other securities which are guaranteed by the full faith and credit of the United States of America as to principal and interest~~
- ~~• Obligations of U.S. Government agencies which are guaranteed by the full faith and credit of the United States Government and agency sponsored corporations~~
- ~~• Interest bearing bonds of the Park District or any county, township, city, village, incorporated town, municipal corporation or school district. The bonds must be registered in the name of the Park District or held under a custodial agreement at a bank.~~

1.5.2 Collateralization

Where allowed by state law and in accordance with the GFOA Recommended Practices on the Collateralization of Public Deposits, full collateralization will be required on non-negotiable certificates of deposit.

Total funds exceeding the deposit insurance limits must have collateral provided at 110% of the fair market value of the net amount of Park District funds on deposit at each financial institution. This collateral level will also apply to certificates of deposit above the \$250,000 FDIC limit. The Park District will accept any of the following assets as collateral:

- Direct obligations of the United States government backed by the full faith and credit of the US government or agency with the United States
- Obligations of any governmental agency within the United States

The ratio of fair market value of collateral to the amount of funds secured will be reviewed monthly, and additional collateral will be required when the ratio declines below the level required and collateral will be released if the fair market value exceeds the required level.

The Park District or an independent third party with which the Park District has a current custodial agreement will hold collateral. A clearly marked evidence of ownership (safekeeping receipt or custodial agreement) must be supplied to the Park District and retained.

1.6 Diversification:

The investments shall be diversified by:

- Limiting investment in securities that have higher credit risks
- Investing in securities with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations

1.7 Reporting:

The Supt. of Finance & Personnel will prepare a report and present it to the Board of Commissioners at the monthly Board Meeting. The report lists the type of investment, term of

investment, provider of investment where invested, amount invested, interest rate earned, maturity date, and a summary of activity between Board Meetings. The investments are categorized and totaled by fund. The report will also include a note regarding any collateralization provided by agencies whereby the investment in the entity exceeds the FDIC limit or is invested in an instrument other than U.S. Government Securities which are secured by the full faith and credit of the U.S. Government.

1.8 Policy Considerations

1. Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

2. Amendments

This policy shall be reviewed on an annual basis. Any changes must be approved by the investment officer and any other appropriate authority, as well as the individuals charged with maintaining internal controls.

1.89 Separation Provisions of Policy and Conflicts with Illinois Law:

The above policies shall remain in full force and effect until revoked by the Board. If, after adoption of this policy, there is any conflict with the Illinois Investment Statutes, current law shall dictate.

1.92.0 Adoption:

The Board of Commissioners shall adopt this policy. The ~~I~~investment ~~O~~fficer(s) shall review the policy no less than on a triennial basis. Any change recommendations shall be presented to the Board of Commissioners for approval.

This policy shall be made available to the public at the Administrative Office of the Park District located at 710 Western Avenue, Geneva, IL 60134.

Listing of Job Descriptions

Full-Time Positions and Permanent Part-Time Positions

Full-Time Administrative

Executive Director

Administrative Assistant

Assistant Superintendent of Recreation (created 2020)

Superintendent of Recreation

Superintendent of Parks & Properties

Superintendent of Finance & Personnel

Accounts Payable & Payroll Manager

Accounts Receivable Manager

PFPIC Manager

PFPIC Naturalist

Parks Department

Park Foreman

Parks - Park Maintenance - PFPIC Custodial

Parks - Horticulturist - Park Specialist

Parks - Parks Maintenance Level 1

Parks - Parks Maintenance Level 2

Parks - Parks Maintenance Mechanic/Level 2 (created 2020)

Parks - Custodial - Security Maintenance Attendant

Parks - Parks Maintenance - Athletic Field Specialist

Parks - Parks Trade Specialist

Parks - Permanent PT Parks Maintenance

Parks - Facility Maintenance Supervisor

Parks - Security Parks Maintenance Technician

Parks - Summer Maintenance Staff

Full-Time Recreation

Recreation - Athletic Supervisor

Recreation - Aquatic/Recreation Supervisor

Recreation - SCC Building Maintenance Custodian

Recreation - SPRC Building Maintenance Custodian

Recreation - Director of Marketing & Public Relations

Recreation - Recreation Supervisor I

Recreation - Recreation Supervisor II

Recreation - Recreation Coordinator
Recreation - Safety Coordinator
Recreation - SCC Facility Manager
Recreation - SCC Customer Service Manager
Recreation - SPRC Facility Manager/Fitness Supervisor
Recreation - SPRC Customer Service Manager
Recreation - Customer Service Assistant-Part-Time

Part-Time Aerobics

Aerobic Fitness Instructor
Aerobic Program Coordinator

Part-Time Athletics

Athletics - Facility Attendant
Athletics - Peck Farm Field Attendant
Athletics - Scorekeeper
Athletics - Volunteer Athletic Coach
Athletics - Youth Sports Instructor

Part-Time Camp

Camp Assistant Coordinator
Camp Coordinator
Camp Counselor

Part-Time Cultural Arts

Cultural Arts - Coordinator
Cultural Arts - Production Director
Cultural Arts - Program Instructor

Part-Time Gymnastics

Gymnastics Head Coach
Gymnastics/Tumbling Instructor

Part-Time Kids' Zone

Kids' Zone Assistant Site Coordinator
Kids' Zone Site Coordinator
Kids' Zone Group Leader

Part-Time Mini Golf

Miniature Golf Course Attendant
Miniature Golf Course Manager

Part-Time Maintenance

SCC Building Maintenance Custodian
SPRC Building Maintenance Custodian

Part-Time PFPIC

PFPIC Birthday Party Host (Created 2020)
PFPIC Camp Counselor
PFPIC Naturalist - Part-Time (Created 2020)
PFPIC Program Assistant - Part-Time
PFPIC Program Assistant - Part-Time Seasonal

Part-Time Pool

Pool Manager
Assistant Pool Manager
Lifeguard Captain
Lifeguard
Swim Lesson Coordinator
Swim Lesson Instructor
Pool Maintenance Worker
Pool Concession Coordinator
Pool Concession Attendant
Pool Front Desk Coordinator
Pool Front Desk Attendant

Part-Time Preschool

Preschool Aide
Preschool Teacher

Part-Time Recreation

Recreation - Adult Program Instructor
Recreation - Toddler/Youth/Dance Instructor
Recreation - Personal Trainer
Recreation - Birthday Party Host

Part-Time SPRC

SPRC Kidz Korral Attendant

Position:

Executive Director

Summary:

Under the general direction of the Park District Board of Commissioners, the Executive Director shall have complete administrative authority over the park system and recreation programs and shall be responsible for the efficient operation of the systems and programs in all divisions. The Executive Director administers adopted policies of the Board of Commissioners.

Qualifications:

Graduate from a college or university with a minimum of a Bachelor's Degree in Park and Recreation Administration and ten years administrative experience in the parks and recreation profession, or a Master's Degree in Parks and Recreation with a minimum of eight years administrative experience in the parks and recreation profession. Must be a Certified Park and Recreation Professional and maintain a record of ongoing participation in continuing education seminars and workshops.

Essential Functions:

Administration:

1. Supervise the overall operation of the Park District in accordance with the policies established by the Board of Commissioners.
2. Attend all meetings of the Board and other meetings as designated by the Board. Attend other agency or municipal meetings as necessary to Park District issues.
3. Direct the preparation of all ordinances and resolutions to meet all legal requirements and to maintain personnel and business records as deemed necessary for the efficient operation of the Park District.
4. Keep careful and complete records of Park District services, personnel and property and prepare regular reports to the Board of Park Commissioners.

Finance:

1. Prepare the annual budget, the budget and appropriation ordinance, tax levy ordinance, and the general obligation bonds as directed by the Board of Commissioners.
2. Keep informed of alternative funding mechanisms such as grant revenue and various other new revenue sources.
3. Prepare the annual Capital Improvement Fund budget.
4. Perform internal audit functions and assists certified public accountant in completing annual audit.
5. Oversee the preparation of annual estimates of the Park District's financial needs and, upon

approval of the Board of Park Commissioners, to administer same in accordance with her authority.

Communications:

1. Communicate and inform the Board and staff of pertinent matters having significant effect on Park District operations.
2. Interpret agency philosophy and objectives for the public. Inform public and staff of policies of the Park District and Board.
3. Maintain positive press relations.
4. Conduct a sound public relations program, meet with individuals, groups and committees, on park and recreation matters, talk to the community groups and represent the Park District as required.

Personnel:

1. Recruit, employ, and train department heads. Supervise and evaluate department heads.
2. Assist in the recruitment, selection, supervision, discipline and termination of all full-time Park District personnel, and review all full-time personnel issues with the board.
3. Establish, review, and recommend written personnel policies, job descriptions and organizational chart.
4. Conduct staff meetings with department heads.
5. Establish and implement standards of performance and evaluation of performance.

Planning:

1. Prepare and recommend the adoption of short and long range plans to meet community and staff needs for adequate recreation space, facilities, equipment, leisure programming, and personnel as guided by the District Master Plan, Community Surveys and public input dialog.
2. Evaluate the effectiveness of the Park District's programs and objectives.
3. Review, identify and recommend sites for acquisition.
4. Develop agency goals and activities.
5. Direct the planning, design and construction of recreation and park facilities.
6. Continue to update Park District Master Plan.
7. Keep informed as to research and developments in the park and recreation field and related fields.

8. Work with the Board in establishing mutually acceptable performance expectations, goals and objectives as well as timelines against which such goals and objectives shall be measured and evaluated.

Legal and Legislative:

1. Analyze, coordinate, and prepare official agreements. Work with attorney in legal matters.
2. Review and maintain park ordinances and codes.

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and conduct of any employee under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Supervise the implementation of investment programs.
2. Assist with the recommendations of necessary insurance programs and coverage.
3. Establish and maintain communications with local government and civic organizations.
4. Maintain contacts with state and federal legislators. Participate in state and national legislative program. Keep Board of Commissioners apprised of legislative matters.
5. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and employees.
2. The Executive Director may feel added pressure from being ultimately held responsible for quality recreational services and park functions.
3. The Executive Director must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
4. 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.

Position:

Administrative Assistant

Summary:

Under the direction of the Executive Director, the Administrative Assistant shall be responsible for all administrative services for the Executive Director, as well as assist the Board of Commissioners and Department Heads.

Qualifications:

A minimum of an Associate's Degree in Communications, Business, Recreation or related field combined with five years of successful experience supporting executive staff is required. Candidates must possess an ability to perform in a fast-paced environment to solve problems comprehensively and efficiently. Knowledge of office procedures, board meeting procedures and business management with experience in the use of office machines and computers. Excellent understanding of computer operations such as Microsoft Word, Excel, Publisher, Power Point, etc. Knowledge of modern office support skills and procedures and standard methods of filing. Proficiency in written communication including clear writing, grammar, punctuation, spelling, and vocabulary. Ability to establish and maintain positive and cooperative working relationships with a focus on quality services to the community and internal staff. Ability to utilize initiative and sound, independent judgment within established guidelines; prioritize, organize and coordinate work activities. Proficiency in verbal communication with skills in organizing and advanced planning and analytic ability.

Hours: Typical hours are M-F, 8:30-5:00 but some evening and weekend hours are expected.

Special Requirement:

It is the responsibility of the Administrative Assistant to maintain confidentiality of assigned administrative and personnel related tasks and duties. Violation of this responsibility will be considered cause for dismissal.

Essential Functions:

Administration:

1. Draft and prepare letters, agreements, and reports as assigned by the Executive Director.
2. Maintain all files of the Executive Director, as well as board, park, legal and bid files.
3. Maintain open communication with other park districts, government agencies and businesses on behalf of the Executive Director.
4. Coordinate the development of and adherence to essential working documents of the Geneva Park District including, but not limited to, the Master Plan, Short and Long Range Goals and Objectives, Community Surveys, District assessments and personnel, facility, and operational manuals.
5. Prepare all Board meeting packets, attend meetings and draft and prepare all meeting minutes.

6. Prepare all Foundation meeting packets, attend meetings and draft and prepare all meeting minutes.
7. Oversee communications and donations in relation to Foundation fundraisers.
8. Prepare all Administrative staff meeting agendas, attend meetings and draft and prepare all meeting minutes.
9. Coordinate and advertise all special public meetings, ribbon cuttings, ceremonial events, etc. as well as assist in planning District staff meetings.
10. Maintain comprehensive records including bid packets, plans, agreements and grant documentation for all grant and bid projects.
11. Maintain effective communication with all applicable staff, contractors, and public agencies during all grant and bid projects.
12. Process all staff and agency memberships, as well as registrations for business meetings, seminars and conferences.
13. Coordinate the successful completion of agency reviews, including but not limited to Distinguished Agency Accreditation and Risk Management Review, collaborating with Department Heads to ensure best practices are established.
14. Assist in drafting and preparing letters, agreements, and reports as assigned by Department Heads.
15. Review District documents as directed, including but not limited to brochures, flyers, and letters, for accuracy, grammar, etc.
16. May assist business department with accounts payable/receivable.
17. May assist business department with payroll.
18. Other duties as assigned.

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions. Report all incidents and potential hazards to the Safety Committee as soon as possible.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Cognitive Considerations:

1. Must exhibit good problem solving ability and judgment.

2. Must keep sensitive information confidential.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Position:

Assistant Superintendent of Recreation

Summary:

Under the direction of the Superintendent of Recreation, the Assistant Superintendent is responsible for planning, promoting, and administering a comprehensive recreation program for the residents of the Geneva Park District. The Assistant Superintendent of Recreation shall administer and coordinate all activities of the Recreation Department as it relates to programming personnel including Before/After School program, preschool, cultural arts, general programming (including, but not limited to, athletics, contracted programs, youth, toddler, adult, and seniors). The normal workweek shall be as designated by the Superintendent of Recreation as necessary to properly perform the duties of the job. The employee shall be considered to be on duty whenever a need exists for his/her services.

Supervisor:

The Assistant Superintendent of Recreation reports to the Superintendent of Recreation.

Qualifications:

Graduate from a college or university with a minimum Bachelor's Degree in Parks and Recreation Administration or a closely related field, five years progressive management experience in the parks and recreation profession with at least three years of administrative experience. A Certified Park and Recreation Professional with a record of ongoing participation in continuing education preferred.

Essential Functions:

Administration:

1. Administer the operations of the Recreation Department in accordance with the policies established by the Board of Commissioners and the Executive Director.
2. Provide and administer a diversified program of activities and special events to meet the needs and interests of the Park District residents including all age categories.
3. Maintain required records of departmental activities, services, personnel, and facilities.
4. Evaluate and monitor all leisure services and to insure quality programming and customer satisfaction.
5. Prepare annual and special reports to be presented to the board.

Finance:

1. Prepare and administer annual Recreation Department budget.
2. Monitor and evaluate Recreation Department budget regularly to assure projections are met.
3. Review all Recreation Department invoices and follow expenditure procedures.

Communications:

1. Inform the Superintendent of Recreation and the other staff members of all pertinent matters.
2. Communicate with Safety Coordinator regarding Recreation Department safety training.
3. Communicate with other departments to assure maximum utilization of available resources and to insure harmonious working relationships.
4. Communicate with affiliates and community groups to assure maximum utilization of available resources.

Personnel:

1. Recruit, hire, train and evaluate all full-time personnel and some part-time personnel for the Recreation Department.
2. Supervise all full-time personnel of the Recreation Department with programmatic responsibilities.
3. Conduct staff meetings with all full-time Recreation Department and the Director of Marketing on a regular basis.

Planning:

1. Recommend and substantiate equipment and capital improvement needs for the Recreation Department to the Superintendent of Recreation.
2. Prepare, administer, and monitor the completion of annual department goals & objectives.
3. Maintain an awareness of current trends in recreation including childcare, youth and teen programming and special events to be incorporated as a part of the comprehensive plan of the Park District

Safety Program:

1. Work with the Safety Committee to maintain Accreditation status with PDRMA and oversee actual PDRMA loss control review.
2. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.
3. Assistant Superintendent of Recreation may be an assigned member of the Safety Committee.

Marginal Functions:

1. Assist with the preparation of annual reports for program areas including the Before/After School program and Friendship Station Preschool.
2. Assist with marketing program to promote and educate the community regarding leisure opportunities including seasonal brochures, flyers, news releases etc.
3. Request Certificates of Insurance from vendors, corporations and individuals.

4. Attend necessary community meetings as assigned.
5. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and employees.
2. The Assistant Superintendent of Recreation must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. 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.

Position:

Superintendent of Recreation

Summary:

Under the direction of the Executive Director, the Superintendent is responsible for planning, promoting, and administering a comprehensive recreation program for the residents of the Geneva Park District. The Superintendent of Recreation shall administer and coordinate all work activities of the Recreation Department personnel including 2 community centers, 2 swimming pools, 2 fitness centers, Peck Farm Park Interpretive Center, a before & after school program, a miniature golf course, a preschool, 2 gymnasiums and recreation programs. The normal workweek shall be as designated by the Executive Director as necessary to properly perform the duties of the job. The employee shall be considered to be on duty whenever a need exists for his/her services.

Supervisor:

The Superintendent of Recreation reports to the Executive Director.

Qualifications:

Graduate from a college or university with a minimum Bachelor's Degree in Parks and Recreation Administration or a closely related field, eight years progressive management experience in the parks and recreation profession with at least three years of administrative experience. A Certified Park and Recreation Professional with a record of ongoing participation in continuing education preferred.

Essential Functions:

Administration:

1. Administer the operations of the Recreation Department in accordance with the policies established by the Board of Commissioners and the Executive Director.
2. Conduct Recreation Committee meetings to review program cost analysis and discuss present and newly offered leisure programs.
3. Provide and administer a diversified program of activities and special events to meet the needs and interests of the Park District residents including all age categories.
4. Maintain required records of departmental activities, services, personnel, and facilities.
5. Evaluate and monitor all leisure services and facilities to insure quality programming and customer satisfaction.

Finance:

1. Prepare and administer annual Recreation Department budget.
2. Monitor and evaluate Recreation Department budget regularly to assure projections are met.
3. Review all Recreation Department invoices and follow expenditure procedures.

Communications:

1. Inform the Executive Director and the other staff members of all pertinent matters.
2. Communicate with Safety Coordinator regarding Recreation Department safety training.
3. Communicate with other departments to assure maximum utilization of available resources and to insure harmonious working relationships.
4. Communicate with affiliates and community groups to assure maximum utilization of available resources.

Personnel:

1. Recruit, hire, train and evaluate all full-time personnel and some part-time personnel for the Recreation Department.
2. Recruit, hire, train and evaluate any personnel in the recreation intern program.
3. Supervise all full-time personnel of the Recreation Department, the SCC/SPRC Building Maintenance Custodians, the ~~Peck Farm Park Manager~~~~Facility Maintenance Specialist~~ and the ~~Part-Time~~ Trip Coordinator.
4. Conduct staff meetings with all full-time Recreation Department staff and conduct meetings with the ~~Trip Coordinator and~~ Public Relations Coordinator regularly.

Planning:

1. Recommend and substantiate equipment and capital improvement needs for the Recreation Department to the Executive Director.
2. Prepare, administer, and monitor the completion of annual department goals & objectives.

Special Facilities:

1. Manage the operations of the Sunset Community Center, Stone Creek Miniature Golf Course, Sunset Racquetball and Fitness Center, Stephen D. Persinger Recreation Center, Sunset Pool, Friendship Station Preschool, ~~Peck Farm Park~~, Western Avenue and Harrison Street gymnasiums, and any other recreational facilities owned and operated by the Geneva Park District.
2. Assist with the general management of Playhouse 38.

Safety Program:

1. Work with the Safety Committee to maintain Accreditation status with PDRMA and oversee actual PDRMA loss control review.
2. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Assist with the preparation of annual reports for facilities including the miniature golf course, the swimming pool, and the two fitness centers.
2. Assist with marketing program to promote and educate the community regarding leisure opportunities including seasonal brochures, flyers, news releases etc.
3. Request Certificates of Insurance from vendors, corporations and individuals.
4. Attend Geneva Park District Board meetings, Geneva Park District Foundation meetings, FVSRA meetings and any other community meetings as necessary.
5. Act as a liaison with affiliate sports organizations such as Geneva Baseball and River Rats Swim Team.
6. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and employees.
2. The Superintendent of Recreation must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. 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.

Position:

Superintendent of Parks and Properties

Summary:

Under the direction of the Executive Director, the Superintendent has the administrative responsibility for the maintenance, repairs and improvement of all grounds, buildings, and facilities of the Park District. The Superintendent of Parks shall administer and coordinate all work activities of the Parks Department. The normal workweek shall be as designated by the Executive Director as necessary to properly perform the duties of the job. The employee shall be considered to be on duty whenever a need exists for his/her services.

Supervisor:

The Superintendent of Parks and Properties reports to the Executive Director.

Qualifications:

Graduate from a college or university with a Bachelor's Degree in Park and Recreation Administration or Landscape Architecture or other related fields with a minimum of five years practical management experience. The above may be substituted with at least ten years' experience within a park system or a related field with full time management experience. Certification by a professional association and record of ongoing participation in continuing education seminars and workshops is desirable.

Essential Functions:

Administration:

1. Supervise the operations of the Parks Department in accordance with the policies established by the Board of Commissioners and the Executive Director.
2. Supervise all maintenance work and the general clean up of the parks and special facilities; monitor the appearance and condition of parks and properties.
3. Analyze vehicle operations, equipment operations and manpower efficiency to determine the most effective use of Park District resources.
4. Implement the District's maintenance program for all parks and equipment.
5. Coordinate all general park construction projects with contractors and provide general supervision during construction. Assist the Manager of the Peck Farm Park Interpretive Center with the coordination of Peck Farm Park construction projects.
6. Maintain records for safety inspections and maintenance to all parks and equipment.
7. Oversee, coordinate and modify, as needed, the tree donation and dedication programs.
8. Supervise natural area maintenance and restoration.
9. Oversee horticulture crews.

10. Assist with special events.

11. Hire, train and supervise all staff.

Finance:

1. Prepare and administer the annual Parks Department budget.
2. Review all Parks Department invoices and follow expenditure procedures.

Communications:

1. Inform the Executive Director and other staff members of all pertinent matters.
2. Communicate with other departments to assure maximum utilization of available resources and to insure harmonious working relationships.
3. Conduct staff meetings with all Parks Department personnel.

Personnel:

1. Recruit, hire, train, and evaluate all full-time and part-time personnel for the Parks Department, including two park foremen.
2. Develop and implement a safety training program for all personnel of the Parks Department.
3. Supervise all full-time, part-time, and seasonal employees of the Parks Department.

Planning:

1. Develop and implement a park operation and maintenance plan.
2. Recommend equipment needs and capital improvements to the Executive Director. Prepare specifications and follows through with the bidding process and construction site inspections.

Special Facilities:

1. Oversee the start-up and physical operation of the swimming pools, community centers, miniature golf course, gymnasium, ice rinks, sprayground, and lighted athletic courts and fields including facilities at Peck Farm Park.

Safety Program:

1. Oversee the timely and accurate inspection of all Park District playgrounds.
2. Understand the Park District's safety procedures and requirements. This includes completion and follow through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the Safety Committee as soon as possible.
3. Plan, direct and supervise prescribed burns throughout the district.

Marginal Functions:

1. Attend Park Board meetings and other meetings when they pertain to the Park District and the duties assigned to this position.
2. Assist all employees of the Park district as needed.

Physical Requirements:

1. Ability to operate Park District vehicles. Valid driver's license.
2. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and employees.
2. The Superintendent of Parks and Properties must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when driving to meetings or when assisting workers with outdoor functions. Some activities are performed indoors; these conditions include lighting and temperature.

Position:

Superintendent of Finance & Personnel

Summary:

Under the direction of the Executive Director, the Superintendent of Finance and Personnel shall be responsible for the fiscal and personnel management functions for the Park District. The normal workweek shall be as designated by the Executive Director as necessary to properly perform the duties of the job. The employee shall be considered to be on duty whenever a need exists for his/her services.

Supervisor:

The Superintendent of Finance and Personnel reports to the Executive Director.

Qualifications:

Bachelor's Degree with a major in Public Finance, Accounting, Business Administration or related field. A minimum of five years of supervisory and/or administrative experience in industrial or public accounting and personnel management is preferred. Must be a Certified Park and Recreation Professional or hold an equivalent certification in the recreation, accounting or personnel field. Thorough knowledge of accounting, budgeting, reporting processes, computer applications, internal audit and systems and control procedures. Knowledge of administrative techniques, oral and written communication skills. Ability to organize and supervise subordinate employees and maintain positive and effective working relationships with other employees.

Special Requirement:

It is the responsibility of the Superintendent of Finance & Personnel to maintain confidentiality of assigned administrative and personnel related tasks and duties. Violation of this responsibility will be considered cause for dismissal.

Essential Functions:

Finance:

1. Monitor the investment market and prepare all Park District bank account and investment account reconciliations.
2. Produce and publish the Annual Treasurer's Report.
3. Work with staff in preparation of the budget.
4. Prepare monthly Treasurer's Report to reflect actual cash position of the District in cooperation with the District's accounting service.
5. Prepare bank deposits, maintain a petty cash fund, prepare and execute appropriate bank transfers to meet the expense and investment requirements and maintain and execute subsidiary records and system entries.
6. Work with District's accounting service for timely monthly and year-end closing of Accounts Payable, Accounts Receivable, Payroll and General Ledger computer systems.

7. Provide financial information, records and exhibits as needed by the Certified Public Accounting firm retained by the District to complete an annual audit as required by law. File a copy of said audit with the Illinois Comptroller and Kane County Clerk.
8. Prepare and file annual ordinances pertaining to financial matters such as the Budget Appropriation Ordinance, Tax Levy Ordinance, Tax Extension Ordinance, Prevailing Wage Ordinance and Tax Abatement Ordinances.
9. Oversee all bond issues and debt service from previous bond issues. Work closely with finance consultants, bond counsel, Executive Director, and auditor on all bond and debt issues.
10. Perform internal audit function with special emphasis on cash receipts, reports and controls on Recreation programs, swimming pool, concessions and revenue facilities.
11. Coordinate and oversee financial procedures related to construction contracts within the District including certificates of insurance, lien waivers, prevailing wage documents, certified payroll reports, and performance and labor and materials bonds.
12. General Ledger: maintain all files, including entry of budget figures each year, input journal entries, and generate any spreadsheet reports as needed. Identify and record transactions and other events; prepare adjusting entries in relation to prepaid expenses, unearned revenue, accrued liabilities or expenses, accrued assets or revenues.
13. Accounts Payable: work with office manager to proof bills and vouchers, maintain vendor file, input vouchers, print vendor checks and generate all reports.

Communications:

1. Review and be responsible for all record-keeping procedures, forms and systems, and make recommendations as to methods of simplification and conversion to mechanization of these systems and procedures.
2. Maintain a good working relationship with other community agencies, exchanging information, procedures, ideas, etc. for mutual benefit.

Personnel:

1. Work with the District's accounting service for the recording and paying of bi-weekly, quarterly and yearly federal, state, and social security payroll taxes and issue and balance W-2 forms. Complete journal entries as required. Prepare and submit monthly IMRF deposits as Authorized Agent. Submit deferred compensation payments to Nationwide Retirement Solutions.
2. Administer the employee benefits program of Medical, Dental, and Life insurance and assist in employee insurance claims and reports.
3. Work with PDRMA on unemployment compensation claims and act as the Park District's liaison with PDRMA on health, liability and personnel issues.
4. Develop and maintain a confidential personnel record system containing all pertinent data for

each employee.

5. Assist in orientation of all new full-time employees in regards to procedures and benefits.
6. Coordinate and oversee bi-annual full-time staff meetings.
7. Assist in hiring, training, supervising, and evaluating full-time and part-time GCC Front Office personnel.
8. Keep records of employees and volunteers issued keys to Park District facilities.

Planning:

1. Prepare studies and conduct projections that may have an impact on the future ability of the Park District to meet its financial obligations.
2. Maintain all records including ordinances and resolutions pertaining to staff, board, and committee meetings and file all records of the district with appropriate county offices.
3. Maintain all capital asset replacement program schedules.

Computer Related Duties:

1. Develop and maintain working knowledge of all computer system applications.
2. Work with Class Registration Software Support, MSI Accounting and Personnel Software Support, AMI and Nova Communications to maintain the Park District's computer software, hardware and network as well as the District's phone service.
3. Assist the GCC Front Office Staff with daily computer network validation and back up procedures.

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the Safety Committee as soon as possible.
2. Work with all full-time staff to ensure the proper and efficient processing of all critical accident reports and potential insurance claims against the Park District.

Marginal Functions:

1. Attend professional educational training and remain informed of current trends and issues in related responsibilities.
2. Assist in developing and supervising procedures for purchase of supplies and equipment.
3. Attend Park Board meetings and other meetings when they pertain to the Park District and the duties assigned to this position.

4. Assist all employees of the Park District as needed.

Cognitive Considerations:

1. Must exhibit good problem-solving ability and judgment in keeping with the mission of the Park District.
2. Resolve differences and problems that arise with patrons and employees.
3. 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.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Position:

Accounts Payable and Payroll Manager

Summary:

Under the supervision of the Superintendent of Finance & Personnel, the Accounts Payable and Payroll Manager performs general bookkeeping and fiscal record keeping duties for the Geneva Park District.

Supervisor:

The Accounts Payable & Payroll Manager reports to the Superintendent of Finance and Personnel and the Executive Director.

Qualifications:

The Accounts Payable & Payroll Manager must have a minimum of a high school diploma with some college experience and possess and maintain the following knowledge and skills: computer operations such as Microsoft Word, Excel, Municipal Accounting Software, etc.; modern office support skills and procedures; standard methods of filing; clear writing, grammar, punctuation, spelling, vocabulary; establish and maintain positive and cooperative working relationships with a focus on quality services to internal and external customers; use initiative and sound, independent judgment within established guidelines; prioritize and coordinate work activities; make accurate mathematic calculations; maintain confidentiality of work.

Essential Functions:

1. Review all timesheets/timeclock plus for proper approval, accuracy in hours and account numbers, input hours and prepare reports for the Park District's accounting service.
2. Process payroll checks and distribute.
3. Review all invoices for proper signatures of approval and account numbers, input invoices for payment and prepare reports for the Superintendent of Finance & Personnel.
4. Process accounts payable.
5. Maintain employee personnel files. Ensure employees maintain current CPR and first aid certifications. Maintain comprehensive employee files for all employees including, but not limited to, the required federal, state, insurance and park district forms as well as all required certifications and licenses.
6. Maintain and process accounts payable vendor 1099 filings.
7. Prepare miscellaneous accounts payable, payroll and personnel reports/projects as mandated by government regulations and as assigned by the Superintendent of Finance and Personnel, Executive Director, or other full-time staff.
8. Record all full-time employee's use of vacation, sick and personal days on the individual's annual summary and assist maintaining Park District's employees time off calendar.

9. Prepare miscellaneous reports/projects as assigned by the Supt. of Finance & Personnel, Department Heads, and Executive Director.

10. Prepare invoices of the District on a regular basis.

11. Assist with the distribution of mail.

12. Maintain vehicle titles and registrations.

13. Administer and maintain petty cash.

14. Maintain vendor's credit authorization lists.

15. Assist with the acceptance and processing of voter registrations.

16. Manage and order office supplies.

17. Assist Accounts Receivable Manager with any cash receipts functions (i.e., balancing, collections, payment processing) in absence.

18. If needed, assist front service counter with answering phones & assisting patrons.

Communications:

1. Inform the Superintendent of Finance and other staff members of all pertinent matters.
2. Develop and maintain cooperative working relationships among staff members, program participants, and public-at-large.
3. Establish a pleasant attitude on the telephone and in person.

Safety Program:

1. Understand the Park District safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions. Reports all incidents and potential hazards to the Safety Committee as soon as possible.

Marginal Functions:

1. Assist Superintendent of Finance & Personnel as needed.
2. Complete other duties as assigned by the Supt. of Finance & Personnel, Department Heads or Executive Director.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. Must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. 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.

Position:

Accounts Receivable Manager

Summary:

Under the supervision of the Superintendent of Finance, the Accounts Receivable Manager performs a variety of routine bookkeeping and fiscal record keeping duties for the Geneva Park District.

Supervisor:

The Accounts Receivable Manager reports to the Superintendent of Finance and Personnel and the Executive Director.

Qualifications:

The Accounts Receivable Manager must have a minimum of a high school diploma with some college experience and possess and maintain the following knowledge and skills: computer operations such as Microsoft Word, Excel, etc.; modern office support skills and procedures; standard methods of filing; clear writing, grammar, punctuation, spelling, vocabulary; establish and maintain positive and cooperative working relationships with a focus on quality services to internal and external customers; use initiative and sound, independent judgment within established guidelines; prioritize and coordinate work activities; compose routine correspondence, and other documents; make accurate arithmetic calculations; maintain confidentiality of work.

Essential Functions:

1. Reconcile daily registration receipts.
2. Process refunds in the financial software. Post cash receipts in the financial software.
3. Prepare invoices of the District on a regular basis.
4. Review Payment Processor (PNP) transactions to identify any duplicates/discrepancies in credit card transactions and refund customer or update in RecTrac system.
5. Maintain and process monthly payment plans.
6. Maintain and process Kids' Zone financial records. Assist with registration, report preparation, billing and customer questions for the program.
7. Assist in the maintenance and processing of Camp E-Z pay, entering summer camps for all Kids' Zone children using monthly auto-pay set up processing.
8. Maintain and process EFT memberships. Handle monthly renewal and cancellation of all ongoing and Kids Korral memberships. Handle processing of any special promotional

billing of memberships on a daily/monthly basis.

9. Process and follow up on customer's NSF's, EFT declines and credit card declines.
10. Review and approve Accounts Payable and Payroll Manager's check disbursements.
11. Process butterfly donations, PFP deposits, dance recital deposits and any other deposits that require manual journal entry into the RecTrac system.
12. Prepare pool deposits and maintain pool change.
13. Process end of the year Dependent Care forms for all customers.
14. Maintain and operate postage machine.
15. Assist in the acceptance and processing of voter registrations.
16. Prepare monthly Playground Inspection Reports.
17. Assist Accounts Payable and Payroll Manager with any disbursement functions in absence.
18. If needed, assist front service counter with answering phones & assisting patrons.

Communications:

1. Inform the Superintendent of Finance and Personnel and other staff members of all pertinent matters.
2. Develop and maintain cooperative working relationships among staff members, program participants, and public-at-large.
3. Establish a pleasant attitude on the telephone and in person.

Safety Program:

1. Understand the Park District safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions. Reports all incidents and potential hazards to the Safety Committee as soon as possible.

Marginal Functions:

1. Assist Supt. of Finance & Personnel as needed.
2. Complete other duties as assigned by the Supt. of Finance & Personnel, Supt. of Recreation, Supt. of Parks or Executive Director.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. Must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. 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.

Position:

Manager of Peck Farm Park Interpretive Center

Summary:

Under the direction of the ~~Superintendent of Recreation~~Executive Director, plan, organize and direct a range of interpretative services with emphasis on environmental education, recreation, and history, including camp programs, field trips, scout programming, adult naturalist program, birthday parties and special events. The manager shall also manage the physical properties of the Interpretive Center including maintenance, operations, improvements, and security. Facilities include the 1869 historic Peck House containing the Nature and History Rooms, the Butterfly House, Orientation Barn, Observation Silo, Hawks Hollow Nature Playground, and Picnic Areas. The manager will also serve on the District's natural areas committee, serve as staff liaison for the Geneva Park District Foundation, supervise staff, both full and part-time, and oversee volunteer programs.

Supervisor:

The Manager of Peck Farm Park Interpretive Center reports to the Superintendent of Recreation~~Executive Director~~.

Qualifications:

Minimum of Bachelor's degree in Environmental Education, Outdoor Recreation, Biological Sciences, Interpretation or Recreation and 3 years full-time experience working in a related environment and 2 years managerial experience. Master's degree preferred, experience may substitute for an advanced degree. Other desirable attributes include professional certification(s), understanding of the Midwest environment including prairie, wetland and woodland ecosystems familiarity with the principles and techniques of natural and cultural history interpretation and with environmental education curricula. Strong communication skills required, both verbal and written. Experience with public speaking and the ability to speak comfortably in public, as well with people of all ages, lead interpretative tours, and recruit and motivate volunteers. Enthusiasm, reliability, ability to take initiative, ability to work independently and as part of team, and a flexible schedule are all very important.

Hours:

Working hours shall ~~have~~ varying hours, due to programs, special events, speaking engagements, tours, etc. Due to the very nature of the work, evening and weekend hours of duty are to be expected. The Executive Director will approve hours of duty, and the employee shall be considered to be on duty whenever a need exists for his/her services.

Essential Functions:

Administrative

1. Plan, organize & direct the recreational, educational, historical, and environmental interpretative programs for visitors to Peck Farm Park Interpretive Center. Develop and maintain specific curricula and specialized programs for varied groups within the community. Provide guided tours at Peck Farm Park.
2. Supervise the acquisition & removal of artifacts as well as cataloging, storage, and preservation of such artifacts.

3. Organize and record an up to date inventory of all materials and equipment at Peck Farm Park Interpretive Center and maintain resource files on the natural history of the park.
4. Oversee the security at Peck Farm Park Interpretive Center.
5. Initiate and follow through on work orders with the Parks Department for maintenance related items.

Finance:

1. Develop and manage the annual budget for Peck Farm Park Interpretive Center.
2. Follow all purchasing procedures and guidelines as per district policy.

Communications:

1. Serve as liaison between the Geneva Park District, St. Charles Park District, Kane County Forest Preserve District, Chicago Wilderness, the IL Nature Preserves Commissioners, the Nature Conservancy, and various other groups. Represent the district on appropriate advisory boards and committees as directed or needed.
2. Coordinate and/or prepare news articles, program schedules, interpretative flyers, signs, brochures, and other similar materials for PFPIC and other areas within the district with the Marketing Supervisor.
3. Conduct public speaking programs on natural areas, environmental education, and all programs related to PFPIC and other natural areas within the district. Communication, education, and promotion of PFPIC are key elements to this position.
4. Establish and maintain communication with School District #304 and other school systems within the area concerning environmental education and use of PFPIC. Act as a liaison and coordinate all aspects of school curriculum program in regard to environmental education, natural areas, natural history and related programs.
5. Communicate with the Superintendent of Recreation~~Executive Director~~ and other district staff regarding operations, programs, schedules, etc.
6. Coordinate and communicate the athletic field maintenance and activity schedules with the appropriate staff.

Personnel:

1. Recruit, supervise, train, and provide incentives to volunteers for programs, historical research, conservation projects, school programs, plantings, and maintenance. It is a necessity that the volunteers and volunteer program be maintained and recognized for its contributions.
2. Supervise, train, and direct personnel at Peck Farm Park Interpretive Center.
3. Investigate, develop and implement a successful internship program.

4. Oversee Eagle Scout requests and projects.

Planning:

1. Serve on district's natural area committee. Integrate monitoring programs of natural areas to provide feedback and data on the effectiveness of management strategies.
2. Develop and manage the long-range plans for facilities, program services and open space including cost projections. Provide information to agencies and organizations regarding financial needs of PFPIC. Seek public and private sector grants.

Safety:

1. Understand the park district's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the Safety Committee as soon as possible.

Marginal Functions:

1. Prepare reports as assigned or as needed.
2. Attend seminars, conferences, etc. to keep informed on new and updated information concerning natural areas.
3. Attend Park Board meetings and other meetings when they pertain to the Park District and the duties assigned to this position.
4. Assist all employees of the Park District as needed.

Physical Requirements

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The manager must exhibit good problem solving ability and good judgment in accordance with the mission of the Park District.
3. Exposed to elements when performing outdoor functions. Most program and natural area maintenance activities are performed outdoors.

Position:

Naturalist

Summary:

Under the direction of the Manager of Peck Farm Park Interpretive Center, Superintendent of Recreation and the Executive Director, the Naturalist is responsible for camp programs, field trips, scout programming, adult naturalist programs, special events and exhibits. A strong background in curricula writing is a plus. The Naturalist will also help manage the physical properties of the Interpretive Center including maintenance, operations, improvements, and security. Facilities include the 1869 historic Peck House containing the Nature and History Rooms, the Butterfly House, Orientation Barn, Observation Silo, Picnic Areas, the Amphitheater, and the Nature Playground.

Supervisor:

The Naturalist reports to the Manager of Peck Farm Park Interpretive Center, Superintendent of Recreation and the Executive Director.

Qualifications:

Bachelor's degree in Environmental Education, Outdoor Recreation, Biological Sciences, Interpretation or Recreation. 1-3 years' experience leading natural history, interpretive and environmental education programs. Experience working in park settings and planning and facilitating non-formal education programs. Familiarity with the principles and techniques of interpretation and with environmental education curricula.

Hours:

This full-time position requires 40-42 hours per week average. May fluctuate with season, program and/or office needs. Due to the nature of the work, evening, weekend and holiday hours are frequently required. Regular hours to be: Tuesday – Saturday 8:30 am – 5:00 pm. Camp season hours: Monday – Friday 8:00 am – 4:30 pm.

Essential Functions:

Duties and Responsibilities:

1. Plan, organize, facilitate and present educational programs and special events at Peck Farm Park with an emphasis in cultural and natural history, environmental education, and recreation for individuals and groups of all ages, including school, scout, and birthday party groups, families, preschoolers, summer camps, and adults.
- ~~1-2.~~ Create a warm and welcoming environment for volunteers. Assist with recruiting, training and supervising volunteers.
- ~~2-3.~~ Serve as the Camp Director during camp season. Plan, organize and facilitate all details regarding camp. Supervise, train, and direct all camp counselors under the guidance of the Manager.
- ~~3-4.~~ Plan, organize, facilitate and present educational programs and special events at Hawks Hallow Nature Playground with an emphasis in cultural and natural history, environmental education, and recreation for individuals and groups of all ages, including school, scout, and birthday party groups, families, preschoolers, summer camps, and adults. Facilitate acquiring the needed supplies to keep the playground fully stocked.
- ~~4-5.~~ Answer phones; respond to inquiries for information, and general office duties as required. Greet public as needed in the Peck house or on park grounds.
- ~~5-6.~~ Interpret the historical/cultural history, natural history, and recreational resources of Peck Farm Park to all visitors.

~~6~~7. Assist with and maintain the Butterfly Exhibit at Peck Farm Park.

~~7~~8. Assist with developing the yearly budget.

~~8~~9. Follow all purchasing procedures and guidelines as per district policy.

~~9~~10. Create and maintain displays, collections, exhibits and interpretative signs for the Nature Discovery & History Room, formal garden areas, and natural areas.

~~10~~11. Assist with natural areas maintenance as needed, including assisting with seasonal prescribed burns, invasive species removal, seed collection, plantings, etc.

~~11~~12. General maintenance of the Peck House, buildings, and grounds.

~~12~~13. Create and develop marketing information such as brochures and flyers.

~~13~~14. Assist in preparing news releases and other forms of publicity, designing gardens and natural areas of Peck Farm Park, and in pursuing grants for Peck Farm Park.

Communications:

1. Inform the Manager of Natural Areas & Interpretation and Executive Director of all pertinent matters and work schedule.
2. Communicate all necessary information to main office staff.

Safety Program:

1. Responsible for knowing the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Physical Requirements:

1. Handle Park District materials up to 50 pounds. Assistance will be provided when necessary.
2. Capable of remaining outdoors for long periods of time during programs or garden/natural areas work in the heat of summer and cold of winter.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Naturalist must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.

Position:

Park Foreman

Function:

Under the direction of the Superintendent of Parks and Properties, the Foreman shall assist in planning and organizing the daily work schedule including repairs, improvement of grounds, facilities, and buildings of the Park District. Shall assist and carry out work activities as scheduled and supervise full and part-time personnel to complete these functions. May be in charge of Parks Department during absence of Superintendent of Parks and Properties.

Supervisor:

The Park Foreman reports to the Superintendent of Parks and Properties and the Executive Director.

Qualifications:

Graduate from a College or University with a Bachelor's Degree in Parks & Recreation administration or other related field with a minimum of 4 years' experience. The above may be substituted with at least 8 years practical experience with a park system or related field. Certification by a professional association and record of ongoing participation in continuing education seminars and workshops is desirable. Controlled burn training, natural area maintenance and construction supervision also desirable.

Essential Functions:

Administration:

1. Assist in the day-to-day operation of the parks department and the organization of a daily, weekly and monthly work schedule.
2. Assist in maintaining necessary operational records of the parks department.
3. Assist in development and implementation of budget.

Personnel:

1. Supervise and work with full and part-time Parks Department personnel.
2. Conduct, or assist with, full-time and part-time staff interviewing, hiring and training.

Construction and Maintenance:

1. Perform work in general construction, maintenance, repairs, and landscaping.
2. Operate and maintain motorized equipment.
3. Perform custodial maintenance as necessary.
4. Maintain an orderly and functional set up of the maintenance facility.
5. Remain on call for snow removal, repairs, and maintenance as deemed necessary.
6. Maintain and fortify natural areas throughout the district.

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible. Assist all employees of the Park District as needed.

Marginal Functions:

1. Assist with the development and implementation of a safety program for all personnel of the Parks Department.
2. Assist in recommending equipment needs for the department.
3. Assist all employees of the Park District as needed.

Physical Requirements:

1. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary (mechanical or team-lift).
2. Ability to operate Park District vehicles. Valid driver's license, CDL preferred.
3. Ability to secure controlled burn license within 6 months.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and Parks Department employees.
2. The Park Foreman must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. Exposed to elements when driving to meetings or when performing outdoor functions. Some activities are performed indoors; these conditions include lighting and temperature.

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Position:

Park Maintenance and Peck Farm Park Custodial

Summary:

Under the direction of the Superintendent of Parks and Properties of Recreation, this Parks Department employee shall perform tasks which include, but are not limited to, repairs and maintenance of Peck Farm Park facilities and grounds, maintenance of operating equipment, custodial duties and other duties as assigned. Employee shall perform maintenance tasks which include, but are not limited to repairs, improvement of grounds, facilities, and buildings, construction projects, maintenance of operating equipment, and landscaping. The work day for this position is normally scheduled from 8:30 a.m.-5:00 p.m. Monday-Friday during the months of April-October and 7:00 a.m.-3:30 p.m. November-March.

Supervisor:

The Park Maintenance and Peck Farm Park Custodian reports to the Manager of Peck Farm Park Interpretive Center, Park Foreman, and Superintendent of Parks and Properties.

Qualifications:

Minimum includes completion of a high school education and knowledge of facility, grounds and equipment repairs and maintenance, and construction.

Essential Functions:

1. Perform custodial maintenance and repairs for continual upkeep and cleanliness of the Peck Farm Park Interpretive Center as well as other facilities as assigned, including but not limited to the Peck House, Orientation Barn, Butterfly House and other facilities located in the core of Peck Farm Park.
 - Set up for programs as instructed.
 - Assist with Special Event set-up and dismantling.
 - Clean bathrooms, rooms and outside areas (if needed)
 - Clean bathroom sinks, toilets, mirrors, windows
 - Check all dispensers for needed refills
 - Vacuum
 - Dust mop or spot wet mop as needed
 - Maintain order and cleanliness of storage area
 - Vacuum and clean Silo as needed
 - Assessing maintenance and repair needs for buildings
2. Perform maintenance and repairs for continual upkeep and cleanliness of the exterior of Peck Farm Park core area including but not limited to Courtyard, 3-Sided Barn, Picnic Shelter, and George's Circle. Core maintenance is described below.
 - Maintain facility standards.
 - Assessing bricks of the courtyard and spraying for weeds as necessary.

- Assessing maintenance and repair needs for buildings.
 - Placement and removal of screen from Butterfly House
 - Maintain the Butterfly House for continual upkeep and cleanliness.
3. Complete facility maintenance schedules and checklists of Peck Farm Park facilities located in the core.
 4. Assist with natural areas and land management across the district as needed. Including but not limited to: (50% of time typically.)
 - Daily Hawks Hollow Maintenance
 - Prescribed Burning
 - Prairie Invasive Weed Control
 - Tree Removal
 - Tree Planting
 - General Landscape Maintenance
 - Ice Rink Maintenance
 5. Complete minor construction and repair projects as necessary.
 6. Operate and maintain motorized equipment and cleaning equipment.
Complete equipment checklists and maintenance schedules.
 7. Review inventory of cleaning supplies, outdoor restroom supplies and equipment, and notify the proper personnel when products need to be ordered; assist with distribution as directed.
 8. Remove snow on all sidewalks and at all exit doors in the core area of Peck Farm Park.
 9. Remain on call for snow removal, repairs and maintenance as deemed necessary.
 10. Along with other duties as assigned.

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the Safety Committee as soon as possible.

Marginal Functions:

1. Relocate any furniture/equipment when requested.
2. Assist with any repairs/installation of equipment.
3. Assist all employees of the Park District as needed.
4. Perform other general Park District duties as assigned.

5. Attend training opportunities and attain certifications relevant to position.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The Park Security and Peck Farm Park Custodian must exhibit good problem solving ability and good judgement in keeping with the mission of the Park District.
1. Exposed to elements when performing outdoor functions these conditions include lighting and temperature. Some activities are performed indoors.

Position:

Horticulturist/Park Specialist

Summary:

Under the direction of the Superintendent of Parks and Properties, the Parks Department Maintenance Employees shall perform maintenance tasks which include, but are not limited to repairs, improvement of grounds, facilities, and buildings, construction projects, maintenance of operating equipment, and landscaping. The Parks Department employee is normally scheduled to work from 7:00 a.m. to 3:30 p.m. of each workday, Monday through Friday. Overtime will be required as needed. Weekend work is necessary for greenhouse during growing season. Nights and weekends may be required for special events and other duties as assigned.

Supervisor:

The Parks Department Horticulturist/Park Specialist reports to the Park Foreman, Superintendent of Parks and Properties and the Executive Director.

Qualifications:

Minimum includes completion of a high school education and knowledge of horticulture, turf, trees, shrubs, flowers, building maintenance, and equipment operations. Degree in horticulture or related field preferred. 2 years-experience in horticulture field required.

Essential Functions:

Personnel:

1. Full-time personnel will be assigned specific work crews consisting of part-time or seasonal employees. The full-time personnel will supervise these work crews. More than one full-time staff member may be assigned to a specific crew.
2. Perform work in general construction, maintenance, repairs, and landscaping.
3. Operate motorized equipment.
4. Remain on call for snow removal, repairs and maintenance as deemed necessary.
5. Responsible for selection, source identification, ordering, and acquisition of all required plant and seed material including annuals, perennials, and natives.
6. Responsible for germination, transplanting, establishment, and growing on of all plant materials in District owned greenhouses. General greenhouse management and maintenance items including watering, heating, cooling and ventilation controls, and sanitation.
7. Responsible for inventory and ordering of all required greenhouse and horticulture supplies as needed including fertilizers, insecticides, soil components, and containers.
8. Preparation and maintenance of all designated garden and planting areas including acquisition and installation of amendments and fertilizers.

9. Oversees design, installation, growing on, and maintenance of all garden and landscape areas.
10. Responsible for insect, herbivore and pest control management and record keeping.
11. Participates in tree and shrub selection, installation, and maintenance.
12. Responsible for record keeping of plants, quantities, and garden performance.
13. Participates in development and implementation or coordination of horticulture classes.
14. Will be required to attain pesticide operator license.

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the Safety Committee as soon as possible.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary (mechanical or team-lift).
2. Ability to operate Park District vehicles.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The Parks Department employees must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. Exposed to elements when performing outdoor functions these conditions include lighting and temperature. Some activities are performed indoors.

Salary:

35,000-55,000 depending on qualifications.

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Position:

Parks Maintenance Level 1

Summary:

Under the direction of the Superintendent of Parks & Properties & the Parks Foreman, the Parks Maintenance Level 1 shall perform maintenance tasks which include, but are not limited to repairs, improvement of grounds, facilities, and buildings, construction projects, maintenance of operating equipment, and landscaping. The Parks Department employee is normally scheduled to work from 7:00 a.m. to 3:30 p.m. of each workday, Monday through Friday. Overtime may be required.

Supervisor:

The Parks Department Maintenance Employees report to the Park Foreman, Superintendent of Parks and Properties and the Executive Director.

Qualifications:

Minimum includes completion of a high school education and knowledge of turf, trees, shrubs, flowers, building maintenance, equipment operation, carpentry or construction.

Essential Functions:

Personnel:

1. Full-time personnel will be assigned specific work crews consisting of part-time or seasonal employees. The full-time personnel will supervise these work crews. More than one full-time staff member may be assigned to a specific crew.
2. Perform work in general construction, maintenance, repairs, and landscaping.
3. Operate and maintain motorized equipment.
4. Perform custodial maintenance, general maintenance, and repairs for continual upkeep and cleanliness of buildings, grounds, and facilities including soccer fields, football fields, tennis courts, Stone Creek Miniature Golf Course, ~~and~~ Moore Park Spray Ground, and Skate Park.
5. Plant & maintain trees.
6. Install and repair playground equipment and surfacing. Safety inspections of all playground equipment will be performed by a certified playground safety inspector.
7. Remain on call for snow removal, repairs and maintenance as deemed necessary.

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the Safety Committee as soon as possible.

Marginal Functions:

1. Assist all employees of the Park District as needed.
2. Attend training opportunities and attain certifications relevant to position.

Physical Requirements:

1. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary (mechanical or team-lift).
2. Ability to operate Park District vehicles.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The Parks Department employees must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. Exposed to elements when performing outdoor functions these conditions include lighting and temperature. Some activities are performed indoors.

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Position:

Parks Maintenance Level 2

Summary:

Under the direction of the Superintendent of Parks & Properties and Parks Foreman, the Parks Maintenance Level 2 shall have specialized skills in one or more of the following categories: specialized equipment operation, GIS Specialist, HVAC, Certified Playground Inspector and Sports Field Specialist. In addition, employees shall perform maintenance tasks which include, but are not limited to repairs, improvement of grounds, facilities, and buildings, construction projects, maintenance of operating equipment, and landscaping. Also assists with Park District Special Events. The Parks Department employee is normally scheduled to work from 7:00 a.m. to 3:30 p.m. of each workday, Monday through Friday. Overtime may be required.

Supervisor:

The Parks Department Maintenance Employees report to the Park Foreman, Superintendent of Parks and Properties and the Executive Director.

Qualifications:

Minimum includes completion of a high school education and knowledge of turf, trees, shrubs, flowers, building maintenance, equipment operation, carpentry or construction.

Essential Functions:

Personnel:

1. Full-time personnel will be assigned specific work crews consisting of part-time or seasonal employees. The full-time personnel will supervise these work crews. More than one full-time staff member may be assigned to a specific crew.
2. Perform work in general construction, maintenance, repairs, and landscaping.
3. Operate and maintain motorized equipment.
4. Perform custodial maintenance, general maintenance, and repairs for continual upkeep and cleanliness of buildings, grounds, and facilities including soccer fields, football fields, tennis courts, Stone Creek Miniature Golf Course and Moore Park Spray Ground.
5. Plant & maintain trees, shrubs, and flowers.
6. Install and repair playground equipment and surfacing. Safety inspections of all playground equipment will be performed by a certified playground safety inspector.
7. Remain on call for snow removal, repairs and maintenance as deemed necessary.

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their

supervision. Report all incidents and potential hazards to the Safety Committee as soon as possible.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary (mechanical or team-lift).
2. Ability to operate Park District vehicles.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The Parks Department employees must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. Exposed to elements when performing outdoor functions these conditions include lighting and temperature. Some activities are performed indoors.

Position:

Parks Maintenance Level 2 Mechanic-Fleet Maintenance

Summary:

Under the direction of the Superintendent of Parks & Properties and Parks Foreman, the Parks Maintenance Level 2/Mechanic-Fleet Maintenance is a hybrid position being both responsible for various parks maintenance activities and for the maintenance and repair of automobiles, light and heavy trucks, buses, tractors, mowers, chainsaws and other maintenance and grounds equipment.

The Parks Maintenance Level 2/Mechanic-Fleet Maintenance is responsible for performing the essential functions as outlined in this description. The position is a full time employee who works at a variable work pace, depending on the task required. The mechanic must be able to work independently.

In addition, employees shall perform maintenance tasks which include, but are not limited to repairs, improvement of grounds, facilities, and buildings, construction projects, maintenance of operating equipment, and landscaping. Also assists with Park District Special Events. The Parks Department employee is normally scheduled to work from 7:00 a.m. to 3:30 p.m. of each workday, Monday through Friday. Overtime may be required.

Essential Duties and Responsibilities

- Performs preventive maintenance and vehicle safety checks through regularly scheduled tune-ups and oil changes.
- Plans work, maintenance and repair procedures.
- Inspects mechanical systems of all vehicles and equipment and completes repairs or schedules repairs to be completed by outside vendors.
- Performs hand-power mower maintenance and repair (to include snow blowers, chain saws, weed eaters, leaf blowers, and gang mower blades and related equipment).
- Repairs and constructs metal using acetylene and electric welding.
- Tracks and schedules all vehicle and equipment maintenance through electronic fleet maintenance program.
- Perform work in general construction, maintenance, repairs and landscaping.
- Operate and maintain motorized equipment.
- Perform park maintenance including custodial maintenance, general maintenance, and repairs for continual upkeep and cleanliness of buildings, grounds and facilities including soccer fields, football fields, tennis courts, Stone Creek Miniature Golf Course, pools and Moore Park Spray Ground.
- Works with other crews to complete parks maintenance tasks.
- Install and repair playground equipment.
- Remain on Call for snow removal, repairs and maintenance as deemed necessary.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Safety and Security – Use good safety awareness, judgment, and follow policies; report potentially unsafe conditions; use equipment following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- Attendance/Punctuality – Demonstrate consistent attendance and on-time arrival.
- Dependability – Follow instructions, respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notify appropriate person.
- Professionalism – Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; maintain a positive attitude; and be receptive to constructive feedback.
- Teamwork – Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- Planning/Organizing – Prioritize and plan work activities; and use time efficiently.
- Judgment – Exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.
- Problem Solving – Identify and resolve problems in a timely manner; and develop alternative solutions.
- Oral Communication – Listen and get clarification; and respond well to questions.
- Technical Skills – Pursue training and development opportunities; strive to continuously. Build knowledge and skills; and share expertise with others.
- Organizational Support – Follow policies and procedures.

Supervisor:

The Parks Department Maintenance Employees report to the Parks Foreman, Superintendent of Parks and Properties and the Executive Director.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the Safety Committee as soon as possible.

Must be able to use personal protective equipment based on job specific tasks, which may include, but is not limited to, the following:

Safety goggles/glasses.
Earplugs, ear covers.
Appropriate work boot.
Protective gloves.
Helmets.
Face Masks
Respirators.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary (mechanical or team-lift).
2. Ability to operate Park District vehicles.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The Parks Department employees must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. Exposed to elements when performing outdoor functions these conditions include lighting and temperature. Some activities are performed indoors.

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Position:

Park Custodial/Security Maintenance Attendant

Summary:

Under the direction of the Superintendent of Parks and Properties and Superintendent of Recreation, this Parks Department employee shall perform tasks which include, but are not limited to, custodial duties, facility security, repairs and maintenance of grounds and facilities, maintenance of operating equipment. This employee will perform custodial duties at Western Avenue School, Playhouse 38 and Geneva High School and conduct security checks at various parks and facilities throughout the Park District on a daily basis. The work day for this position is normally scheduled from 2:30 p.m. to 11:00 p.m., Tuesday through Saturday.

Supervisor:

The Park Custodial/Security Maintenance Attendant reports to the Park Foreman, Superintendent of Parks and Properties, Superintendent of Recreation and the Executive Director.

Qualifications:

Minimum includes completion of a high school education and knowledge of facility, grounds and equipment repairs and maintenance, construction and facility security.

Essential Functions:

1. Perform custodial maintenance and repairs for continual upkeep and cleanliness of the facilities as assigned, including but not limited to outdoor restrooms, Western Avenue School, Geneva High School, Playhouse 38, Sunset Pool, the Skate Park, Stone Creek Miniature Golf Course and Stephen D. Persinger Recreation Center.
2. Complete security checks at the Community Center and Sunset Racquetball & Fitness Center, Peck Farm Park, Stephen D. Persinger Recreation Center, as well as seasonal facilities as assigned, including but not limited to, the Sunset Pool, the Mill Creek Pool, the Skate Park, the Stone Creek Miniature Golf Course, Moore Spray Park, gymnasiums, parking lots and outdoor restrooms.
3. Complete night lock up of various seasonal facilities, including but not limited to, outdoor restrooms, Moore Spray Park and the Skate Park.
4. Complete facility maintenance schedules and checklists of Community Center Sunset Racquetball & Fitness Center, as well as seasonal facilities as assigned.
5. Set-up and clean-up classes/programs offered at Western Avenue School, gymnastics at Geneva High School, and at the Community Center as described below.

Western Avenue School

- Open Western Ave School and set up for programs
- Clean bathrooms, gym and foyer area at Western Avenue School
- Clean bathroom sinks, toilets, mirrors, windows
- Check all dispensers for needed refills

- Vacuum gym and foyer rugs
- Dust mop or spot wet mop gym floor and foyer as needed
- Maintain order and cleanliness of bleachers, storage area and gym floor
- Clean gym floor with scrubber if necessary
- Lock outside doors, check bathrooms, turn off lights, check doors, set alarm

Geneva High School Gymnastics

- Maintain stock in all dispensers
- Dispose of any garbage
- Sweep and mop floors
- Vacuum carpets
- Clean counter tops, cabinets, desks, drinking fountains, equipment (don't clean bars) and landing area
- Dust furniture in lobby
- Wash windows
- Supervise building while on duty

Playhouse 38

- Performance Room:
 - Sweep stage
 - Wipe down tables & chairs, straighten chairs
 - Vacuum floor & empty garbage
- Bathrooms:
 - Clean toilets, sinks, mirrors & wipe down grab bars
 - Restock toilet paper, hand towels & soap
 - Empty garbage & mop floors
- Hallway:
 - Vacuum carpet
 - Sweep/mop tile

6. Complete minor construction and repair projects as necessary.
7. Operate and maintain motorized equipment and cleaning equipment
8. Review inventory of cleaning supplies, outdoor restroom supplies and equipment, and notify the proper personnel when products need to be ordered; assist with distribution as directed.
9. Remove snow on all sidewalks and at all exit doors of the community center.
10. Remain on call for snow removal, repairs and maintenance as deemed necessary.

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the Safety Committee as soon as possible.

Marginal Functions:

1. Relocate any furniture/equipment when requested.
2. Assist with any repairs/installation of equipment.
3. Set up for park District classes.
4. Assist all employees of the Park District as needed.
5. Perform other general Park District duties as assigned.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary (mechanical or team-lift).

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The Park Security and Custodial/Maintenance Attendant must exhibit good problem solving ability and good judgement in keeping with the mission of the Park District.
3. Exposed to elements when performing outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

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Position:

Parks Maintenance/Athletic Field Specialist

Summary:

Under the direction of the Superintendent of Parks and Properties, the Parks Maintenance/Athletic Field Specialist shall perform maintenance tasks which include, but are not limited to repairs, improvement of grounds, facilities, and buildings, construction projects, maintenance of operating equipment, and landscaping. This Parks Department employee is normally scheduled to work 40 hours per week, but the schedule will flex during baseball season, snow plowing, ice making and other priority tasks determined by the Superintendent of Parks and Properties or Park Foreman. The flexed schedule will require weekends and overtime where necessary to complete the tasks.

Supervisor:

The Parks Department Maintenance Employees report to the Park Foreman, Superintendent of Parks and Properties and the Executive Director.

Qualifications:

Minimum includes completion of a high school education and knowledge of turf, building maintenance, and equipment operation. Experience in baseball field construction and maintenance is desirable. Must pass a physical and drug test.

Essential Functions:

1. Full-time personnel will be assigned specific work crews consisting of part-time or seasonal employees. The full-time personnel will supervise these work crews. More than one full-time staff member may be assigned to a specific crew.
2. Perform work in general construction, maintenance, repairs, and landscaping.
3. Operate and maintain motorized equipment.

4. Required to possess or attain pesticide operator license.

5. Direct communication with Athletic Supervisor regarding baseball/softball field schedules, conditions and maintenance requests.

4.6. Perform all aspects of baseball field construction, maintenance, repairs and daily preparations.

5.7. Set up and line all soccer, football and lacrosse fields.

6.8. Maintain records of annual maintenance, projected tasks and improvements.

7.9. Maintain all baseball field warning tracks and dugouts.

8.10. Construct and maintain District ice rinks.

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~~9.~~11. Inspect and maintain tennis and basketball courts.

~~10.~~12. Maintain and order appropriate supplies.

~~11.~~13. Participate in general labor duties when fields are not in use.

~~12.~~14. Remain on call for snow removal, repairs and maintenance as deemed necessary.

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the Safety Committee as soon as possible.
2. The employee will be required to meet the District's safety training requirements and train/support the training of supervised staff.

Marginal Functions:

1. Assist all employees of the Park District as needed.
- ~~2.~~Attend training opportunities and attain certifications relevant to position.

Physical Requirements:

1. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary (mechanical or team-lift).
2. Ability to operate Park District vehicles

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The Parks Department employees must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. Exposed to elements when performing outdoor functions these conditions include lighting and temperature. Some activities are performed indoors.

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Position:

Parks Trades Specialist

Summary:

Under the direction of the Superintendent of Parks & Properties and the Parks Foreman, the Parks Trades Specialist shall specialize in construction supervision, carpentry, plumbing, concrete, painting and electrical, in addition to parks maintenance general duties, which include, but are not limited to repairs, improvement of grounds, facilities, and buildings, construction projects, maintenance of operating equipment, and landscaping. The Parks Department employee is normally scheduled to work from 7:00 a.m. to 3:30 p.m. of each workday, Monday through Friday. Overtime may be required.

Supervisor:

The Parks Department Maintenance Employees report to the Park Foreman, Superintendent of Parks and Properties and the Executive Director.

Qualifications:

Minimum includes completion of a high school education and knowledge of turf, trees, shrubs, flowers, building maintenance, equipment operation, carpentry or construction.

Essential Functions:

Personnel:

1. Full-time personnel will be assigned specific work crews consisting of part-time or seasonal employees. The full-time personnel will supervise these work crews. More than one full-time staff member may be assigned to a specific crew.
2. Perform work in general construction, maintenance, repairs, and landscaping.
3. Operate and maintain motorized equipment.
4. Perform custodial maintenance, general maintenance, and repairs for continual upkeep and cleanliness of buildings, grounds, and facilities including soccer fields, football fields, tennis courts, Stone Creek Miniature Golf Course and Moore Park Spray Ground.
5. Plant & maintain trees, shrubs, and flowers.
6. Install and repair playground equipment and surfacing. Safety inspections of all playground equipment will be performed by a certified playground safety inspector.
7. Remain on call for snow removal, repairs and maintenance as deemed necessary.

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their

supervision. Report all incidents and potential hazards to the Safety Committee as soon as possible.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary (mechanical or team-lift).
2. Ability to operate Park District vehicles.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The Parks Department employees must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. Exposed to elements when performing outdoor functions these conditions include lighting and temperature. Some activities are performed indoors.

\$13.00/hour starting wage

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Position:

Permanent Part Time Parks Maintenance Staff

Hours:

Flexible days; 20-25 hours/week

Summary:

To maintain all parks and pavilions within the Geneva Park District; also assists with Park District Special Events.

Supervisor:

Reports to the Park Foreman, Superintendent of Parks, Superintendent of Recreation, and the Executive Director.

Qualifications:

Must be at least 18 years of age and have criminal background clearance and current CPR and First Aid certifications as well as maintain the ability to communicate effectively with other parks staff. Previous grounds maintenance and/or building maintenance experience is desired. Must pass physical and drug test.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Be on time for scheduled shifts.
3. Complete orientation training on all power tools and equipment.
4. Inspect equipment before use.
5. Maintain the landscape of the Park District parks and facilities (grass, natural areas, flower beds, trees, mulching)
6. Maintain the facilities and amenities of the Park District parks and facilities (bathrooms, garbage cans, playgrounds, pavilions, picnic tables).
7. Conduct yourself in a safe manner and promote a safe work environment.
8. Treat Park District patrons with courtesy and respect.
9. Adhere to all safety policies and practices.
10. Clean work areas when finished and ensure facilities are locked.
11. Administer First Aid according to the Park District's Communicable Disease Policy.
12. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Attend in-service trainings and meetings as directed by Supervisor.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.

\$13.00/hour starting wage

2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary (mechanical or team-lift).

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Summer Maintenance Staff must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Some activities are performed indoors; these conditions include lighting and temperature.

Position:

Facility Maintenance Supervisor

Summary:

Under the direction of the Superintendent of Parks and Properties, the Parks Facility Maintenance Supervisor shall perform maintenance tasks and oversee construction activities at Park District facilities including but not limited to: Stephen Persinger Recreation Center, Geneva Community Center, Sunset Racquetball and Fitness Center, Moore Park Spray Ground and Sunset/Mill Creek Pool. This Parks Department employee is normally scheduled to work 40 hours per week, but the schedule will flex during pool season, snow plowing and other priority tasks determined by the Superintendent of Parks and Properties. The flexed schedule will require weekends and overtime where necessary to complete the tasks.

Supervisor:

The Facility Maintenance Supervisor reports to the Superintendent of Parks and Properties and the Executive Director.

Qualifications:

Must have a minimum 5 years of facility maintenance experience; working knowledge and understanding of HVAC, plumbing, carpentry, electricity, Fitness Equipment and Aquatic Equipment; experience in negotiating preventative maintenance contracts.

Essential Functions:

1. Maintain accurate and current maintenance records for all facilities.
2. Maintain Preventive Maintenance agreements for applicable facilities.
3. Responsible for the district wide ordering of sanitation supplies.
4. Evaluate and provide recommendations regarding the maintenance of Park District owned facilities.
5. Maintain proper inventory of supplies as to minimize down time at facilities.
6. Prepare PO's in timely fashion and adheres to all financial policies
7. Implement maintenance procedures established by the Board of Commissioners, Superintendent of Parks and Properties, and the Executive Director.
8. Establish rapport with outside contractors and service providers to learn equipment
9. Provide budgetary recommendations to Department Heads as to annual operational and capital budgets.
10. Fiscally responsible in maintaining operations and projects within annual budget.
11. Inform the Superintendent of Parks and Properties and other staff members of all pertinent

matters.

12. Establish internal communication of the staff at each of the facilities. Develop and maintain cooperative working relationships among staff members at each facility.
13. Recommend repairs or replacement of facility equipment and arranges for repairs of facilities with Superintendent of Parks and Properties.
14. Maintain an awareness of current trends in facility maintenance.
15. Coverage for custodial responsibilities at all facilities during unplanned time off.
16. Assist with snow and ice removal at all facilities.
17. Full-time personnel may be assigned specific work crews consisting of part-time or seasonal employees. The full-time personnel will supervise these work crews. More than one full-time staff member may be assigned to a specific crew.

Safety Program:

1. Understand the Park District safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Safety Committee as soon as possible.
2. The employee will be required to meet the District's safety training requirements and train/support the training of supervised staff.

Marginal Functions:

1. Assist all employees of the Park District as needed

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary (mechanical or team-lift).
3. Ability to stand and/or sit for periods of min. 2 hours.
4. Ability and willingness to work pre-approved overtime hours if deemed necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with employees, contractors and service providers.
2. The Facility Maintenance Supervisor must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when driving to meetings or when working on outdoor projects. Most activities are performed indoors; these conditions include lighting and temperature.

Position:

Security/Parks Maintenance Technician

Summary:

Under the direction of the Superintendent of Parks and Properties and Superintendent of Recreation, this Parks Department employee shall perform tasks which include, but are not limited to, custodial duties, facility security, repairs and maintenance of grounds and facilities, maintenance & prepping of the ball fields, and assist with ice & snow removal. This employee will perform custodial duties at Western Avenue School, Playhouse 38 and Geneva High School and conduct security checks at various parks and facilities throughout the Park District. The work day for this position is normally scheduled from 2:30 p.m. to 11:00 p.m. on Sunday and Monday, and then on Tuesday, Wednesday and Thursday 9:30 a.m. to 6:00 p.m.

Supervisor:

The Security/Parks Maintenance Technician reports to the Park Foreman, Superintendent of Parks and Properties, Superintendent of Recreation and the Executive Director.

Qualifications:

Minimum includes completion of a high school education and knowledge of facility, grounds and equipment repairs and maintenance, construction and facility security.

Essential Functions Sunday and Monday:

1. Perform custodial maintenance and repairs for continual upkeep and cleanliness of the facilities as assigned, including but not limited to outdoor restrooms, Western Avenue School, Geneva High School, Playhouse 38, Sunset Pool, the Skate Park, Stone Creek Miniature Golf Course and Stephen D. Persinger Recreation Center.
2. Complete security checks at the Sunset Community Center and Sunset Racquetball & Fitness Center, Peck Farm Park, Stephen D. Persinger Recreation Center, as well as seasonal facilities as assigned, including but not limited to, the Sunset Pool, the Mill Creek Pool, the Skate Park, the Stone Creek Miniature Golf Course, Moore Spray Park, gymnasiums, parking lots and outdoor restrooms.
3. Complete night lock up of various seasonal facilities, including but not limited to, outdoor restrooms, Moore Spray Park and the Skate Park.
4. Check in with front desk and custodial staff at Sunset Community Center and Stephen D. Persinger Recreation Center. Mail and package run between facilities.
5. Assist with special events (Sunday Concerts at River Park, Playhouse 38 Productions, Nutcracker Dance, etc.) as needed.
6. Park security checks. Empty full garbage cans as necessary and as time allows.
7. Answer cell phone and respond to items needing immediate attention.
8. Complete facility maintenance schedules and checklists of Sunset Community Center, Sunset

Racquetball & Fitness Center and Stephen D. Persinger Recreation Center, as well as seasonal facilities as assigned.

9. Set-up and clean-up classes/programs offered at Western Avenue School, gymnastics at Geneva High School and at Playhouse 38 as described below. At times, if necessary, also at the Sunset Community Center, Sunset Racquetball & Fitness Center and Stephen D. Persinger Recreation Center.

Western Avenue School

- Open Western Ave School and set up for programs
- Clean bathrooms, gym and foyer area at Western Avenue School
- Clean bathroom sinks, toilets, mirrors, windows
- Check all dispensers for needed refills
- Vacuum gym and foyer rugs
- Dust mop or spot wet mop gym floor and foyer as needed
- Maintain order and cleanliness of bleachers, storage area and gym floor
- Clean gym floor with scrubber if necessary
- Lock outside doors, check bathrooms, turn off lights, check doors, set alarm

Geneva High School Gymnastics

- Maintain stock in all dispensers
- Dispose of any garbage
- Sweep and mop floors
- Vacuum carpets
- Clean counter tops, cabinets, desks, drinking fountains, equipment (don't clean bars) and landing area
- Dust furniture in lobby
- Wash windows
- Supervise building while on duty

Playhouse 38

- Performance Room:
 - Sweep stage
 - Wipe down tables & chairs, straighten chairs
 - Vacuum floor & empty garbage
- Bathrooms:
 - Clean toilets, sinks, mirrors & wipe down grab bars
 - Restock toilet paper, hand towels & soap
 - Empty garbage & mop floors
- Hallway:
 - Vacuum carpet
 - Sweep/mop tile

10. Complete minor construction and repair projects as necessary.
11. Operate and maintain motorized equipment and cleaning equipment.
12. Review inventory of cleaning supplies, outdoor restroom supplies and equipment, and notify

the proper personnel when products need to be ordered; assist with distribution as directed.

Essential Functions Tuesday, Wednesday & Thursday:

1. In Spring and Fall, in the absence of summer/seasonal staff, assist with prepping baseball/softball fields, lining athletic fields (baseball/softball foul lines, soccer, lacrosse and football) and tending to maintenance issues with baseball and softball fields.
2. In Summer, help as needed with prepping baseball and softball fields after rain has ended.
3. In Winter, assist with snow and ice removal as needed, ice rink maintenance, picnic table repairs and other various projects
4. Disc golf inspections and maintenance.
5. Weekly maintenance items in Wheeler Park – blow debris off and away from tennis courts, parking lot cleanup, monitor tree line/wooded area for debris, hardscape maintenance, etc.
6. Assist security personnel with moving items related to PH38 as needed.
7. Assist with vehicle cleanup.

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the Safety Committee as soon as possible.

Marginal Functions:

1. Relocate any furniture/equipment when requested.
2. Assist with any repairs/installation of equipment.
3. Set up for Park District classes.
4. Assist all employees of the Park District as needed.
5. Perform other general Park District duties as assigned.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary (mechanical or team-lift).

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The Security/Parks Maintenance Technician must exhibit good problem solving ability and good judgement in keeping with the mission of the Park District.
3. Exposed to elements when performing outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

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~~Board Approved 10/2020~~

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Position:

Summer Maintenance Staff

Summary:

To maintain all parks and pavilions within the Geneva Park District. Also assists with Park District Special Events.

Supervisor:

Reports to the Park Foreman, Superintendent of Parks, Superintendent of Recreation, and the Executive Director.

Qualifications:

Must be at least 18 years of age and have criminal background clearance and current CPR and First Aid certifications as well as maintain the ability to communicate effectively with other parks staff. Previous grounds maintenance and/or building maintenance experience is desired.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Be on time for scheduled shifts.
3. Complete orientation training on all power tools and equipment.
4. Inspect equipment before use.
5. Maintain the landscape of the Park District parks and facilities (grass, natural areas, flower beds, trees, mulching)
6. Maintain the facilities and amenities of the Park District parks and facilities (bathrooms, garbage cans, playgrounds, pavilions).
7. Conduct yourself in a safe manner and promote a safe work environment.
8. Treat Park District patrons with courtesy and respect.
9. Adhere to all safety policies and procedures.
10. Clean work areas when finished and ensure facilities are locked.
11. Administer First Aid according to the Park District's Communicable Disease Policy.
12. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Attend in-service trainings and meetings as directed by Supervisor.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary (mechanical or team-lift).

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Summer Maintenance Staff must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Some activities are performed indoors; these conditions include lighting and temperature.

Board Approved ~~1006/2020~~¹⁶

Position:

Athletic/Facility Supervisor

Summary:

Under the direction of the Assistant Superintendent of Recreation, the Athletic/Facility Supervisor is responsible for the planning, coordination and supervision of operational functions for athletic programs, leagues, gymnastics/tumbling and a select number of special events, the management of Western Avenue/Harrison Street School Gymnasiums, ~~Stone Creek Miniature Golf Course~~, Contracted Athletic Programs and Geneva Baseball liaison.

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Supervisor:

The Athletic Supervisor reports to the Assistant Superintendent of Recreation and the Executive Director.

Qualifications:

Graduate of a college or university with a minimum of a Bachelor's Degree in recreation administration or closely related field; two years full time experience in athletic programming or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities. Certification by a professional association and record of ongoing participation in continuing education seminars and workshops is desirable.

Essential Functions:

Administration:

1. Maintain accurate and current records including personnel, payroll, daily attendance, daily receipts, registration, inventory and schedules, and other miscellaneous statistics for the operation and management of contracted and in-house athletic programs, gymnastics/tumbling, leagues, special events ~~and~~ Western Avenue/Harrison Street School Gymnasiums, ~~and Stone Creek Miniature Golf Course~~.
2. Administer the operation of the athletic programs and special events in accordance with the policies established by the Board of Commissioners, Superintendent of Recreation and the Executive Director.
3. Evaluate the effectiveness of services provided in all athletic programs and facilities and makes recommendations on modifications of existing services and the introduction of new services.
4. Organize leagues, lessons, programs and special events to meet the needs of all ability levels and ages.
5. Prepare annual and special reports in relationship to athletic and other programs.
6. Implement operating procedures established by the Board of Commissioners, Superintendent of Recreation, and the Executive Director.

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Finance:

1. Preparation and administration of the annual budget for athletic and other programs, Stone Creek Miniature Golf Course, and select special events within the Recreation Department. Authorization of budget and expense is through the Superintendent of Recreation.

Communications:

1. Inform the Superintendent of Recreation and other staff members of all pertinent matters.
2. Establish internal communication of the staff involved in athletic programs, leagues, Stone Creek Miniature Golf Course, special events, Western Avenue and Harrison Street School Gymnasiums and baseball field maintenance.
3. With the Director of Marketing & Public Relations plan and conduct a promotional strategy for each program and special event and publicize through different media sources.
4. Develop and maintain cooperative working relationships among staff members, participants, public agencies and community organizations.

Personnel:

1. Supervise the work of all part-time and seasonal employees at each of the facilities, including hiring, scheduling, training, evaluating and, if necessary, dismissal.
2. Conduct staff meetings and/or in-service training programs on a regular basis.

Planning:

1. Maintain an adequate inventory of all supplies needed for the athletic and other programs, special events and at Western Avenue and Harrison Street School Gymnasiums, including maintenance supplies and athletic equipment.
2. Recommend repairs or replacement of athletic equipment and arrange for repairs to Western Avenue and Harrison Street School Gymnasiums with the Supt. of Recreation.
3. Maintain an awareness of current trends in basketball, baseball, softball, soccer, volleyball, gymnastics/tumbling, and other athletics to be incorporated as a part of the comprehensive plan of the Park District.
4. Prepare and submit proposed lesson, league and program schedules including cost estimates, staff requirements and equipment needs.

Safety Program:

1. Implement facility safety code and preventive maintenance program for the facility equipment.
2. Understand the Park District safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Safety Committee as soon as possible.

3. The Athletic/Facility Supervisor may be designated as Safety Committee Co-Coordinator. In addition to this job description, this employee must adhere to the Safety Coordinator Job Description located in the Safety Manual, Section 5.01.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and employees.
2. The Athletic Supervisor must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. 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.
4. The Athletic/Facility Supervisor must exhibit good computer skills in order to perform all duties efficiently and effectively.

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Position:

Recreation / Aquatic Supervisor

Summary:

Under the direction of the ~~Superintendent of Recreation~~ Facility Supervisor, the Recreation/Aquatic Supervisor is responsible for the planning, coordination and supervision of aquatic operations, ~~concession~~, recreation programs and classes, special events, and ~~Friendship Station~~ ~~Preschool Playhouse 38~~.

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Supervisor:

The Recreation/Aquatic Supervisor reports to the ~~Facility Supervisor~~, Superintendent of Recreation and the Executive Director.

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Qualifications:

Graduate of a college or university with a minimum of a Bachelor's Degree in recreation administration or a closely related field; 1-2 years full time experience in recreation programming and/or aquatics or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities helpful. Must be lifeguard certified or willing to gain certification within 3 months of hire. Certification by a professional association and record of ongoing participation in continuing education seminars and workshops is desirable.

Hours:

The Recreation/Aquatic Supervisor shall have varying hours due to programs, special events, and facility operating hours. Due to the varying nature of the work, evening and weekend hours of duty are to be expected. The Superintendent of Recreation will approve hours of duty.

Essential Functions:

Administration:

1. Maintain accurate and current records including personnel, payroll, registration, participant evaluations, inventory and other miscellaneous statistics as necessary to the operation and management of all recreation programs and facilities as assigned.
2. Administer the operation of recreation programs and classes, special events, ~~Friendship Station~~ ~~Preschool Playhouse 38~~, and aquatic operations in accordance with the policies established by the Board of Commissioners, Superintendent of Recreation and the Executive Director.
3. Evaluate the effectiveness of services provided in all recreation programs, special events and facilities, and makes recommendations on modifications to existing services, and the introduction of new services.
4. Prepare annual and special reports in relationship to their assigned program areas.

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Finance:

1. Prepare and administer the annual budget for recreation programs within the Recreation Department as well as assistance with the aquatic budget. Authorization of budget and expense is through the Superintendent of Recreation.

Communications:

1. Inform the ~~Facilities Supervisor~~ and Superintendent of Recreation of all pertinent matters.
2. Establish internal communication and cohesiveness of the staff involved in recreation programs/classes and Sunset/Mill Pool, ~~Friendship Station Preschool~~ Playhouse 38.
3. Plan and conduct a promotional program at each of the recreation programs, special events and facilities, and publicizes through different media sources.
4. Develop and maintain cooperative working relationships among staff members, program participants, public agencies, and community organizations.

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Personnel:

1. Supervise the work of all part-time and seasonal employees involved with recreation programs, ~~preschool~~, aquatics and special events.
2. Conduct staff meetings and/or in-service training programs on a regular basis.

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Planning:

1. Maintain an adequate inventory of all supplies needed for each of the recreation programs, special events, ~~preschool~~, and Sunset Pool.
2. Recommend repairs or replacement of equipment and make arrangements through the ~~Facilities Supervisor~~ and Superintendent of Recreation.
3. Maintain an awareness of current trends in their assigned program areas to be incorporated as a part if the comprehensive plan of the Park District.
4. Prepare and submit proposed staff, lesson and program schedules including cost estimates, staff requirements and equipment needs.

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Safety Program:

1. Implement facility safety code and preventive maintenance program for the facility equipment.
2. Understand the Park District safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Safety Committee as soon as possible.
3. The Recreation / Aquatic Supervisor may be designated as Safety Committee Coordinator. In addition to this job description, this employee must adhere to the Safety Coordinator job description located in the safety manual, section 5.01.

Marginal Functions:

1. Assist in the development of our web page and other computer systems.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District material up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and employees.
2. The Recreation/Aquatic Supervisor must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when driving to meeting or when assisting workers with outdoor functions. Most activities are performed in doors; these conditions include lighting and temperature.
4. The Recreation/Aquatic Supervisor must exhibit good computer skills in order to perform all duties efficiently and effectively.

Position:

Sunset Building Maintenance Custodian

Summary:

The Sunset Building Maintenance Custodian shall perform maintenance tasks which include, but are not limited to, cleaning and security of the Sunset Community Center. This includes repairs and improvements to the interior and exterior of these facilities and grounds, in addition to maintaining a high level of cleanliness. The Sunset Building Maintenance Custodian has a scheduled work week ~~for Monday-Friday (5 am — 1 pm)~~ and may be scheduled for particular weekend hours as needed.

Supervisor:

The Sunset Building Maintenance Custodian reports to the Sunset Facility Manager, Superintendent of Recreation and the Executive Director.

Qualifications:

Minimum includes completion of a high school education and knowledge toward repairs and maintenance of facilities and grounds.

Essential Functions:

1. Perform custodial maintenance and repairs for continual upkeep and cleanliness of the recreation center.
2. Operate and maintain cleaning equipment.
3. Review inventory of cleaning supplies, sanitation supplies and equipment, prepare purchase orders, obtain written approval from Sunset Facility Manager and order products from preferred vendors as approved.
4. Secure all doors and windows in the facilities during operating hours and at closing.
5. Remove snow on sidewalks at front entryway to the recreation center and at the exterior of all exit doors.
6. Complete facility maintenance schedule and checklist including cleaning wood floors, shower room walls and floors, saunas, exercise equipment, vacuuming all carpeted floors, cleaning of windows, etc.
7. Set-up and clean-up classes/programs offered at Sunset Community Center.

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Safety Committee as soon as possible. Assist all employees of the Park District as needed.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary (mechanical or team-lift).
3. Ability to operate machines necessary for job function, including but not limited to, riding floor scrubber, carpet extractors, etc.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The Sunset Building Maintenance Custodian must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. Exposed to elements when performing outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.
4. The Sunset Building Maintenance Custodian must exhibit some computer skills in order to perform all duties efficiently and effectively.

Position:

SPRC Building Maintenance Custodian

Summary:

The SPRC Building Maintenance Custodian shall perform maintenance tasks which include, but are not limited to, cleaning and security of the Stephen D. Persinger Recreation Center. This includes repairs and improvements to the interior and exterior of these facilities and grounds. The SPRC Building Maintenance Custodian has a scheduled work week for Monday-Friday and may be scheduled for particular weekend hours as needed.

Supervisor:

The SPRC Building Maintenance Custodian reports to the SPRC Facility Manager, Superintendent of Recreation and the Executive Director.

Qualifications:

Minimum includes completion of a high school education and knowledge toward repairs and maintenance of facilities and grounds.

Essential Functions:

1. Perform custodial maintenance and repairs for continual upkeep and cleanliness of the recreation center.
2. Operate and maintain cleaning equipment.
3. Review inventory of cleaning supplies and equipment, prepare purchase orders, obtain written approval from SPRC Facility Manager and order products from preferred vendors.
4. Secure all doors and windows in the facilities during operating hours and at closing.
5. Remove snow on sidewalks at front entryway to the recreation center and at the exterior of all exit doors.
6. Complete facility maintenance schedule and checklist including cleaning wood floors, shower room walls and floors, steam rooms, exercise equipment, vacuuming all carpeted floors, cleaning of windows, etc.
7. Set-up and clean-up classes/programs offered at SPRC.

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Safety Committee as soon as possible. Assist all employees of the Park District as needed.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary.

3. Ability to operate machines necessary for job function, including but not limited to, riding floor scrubber, carpet extractors, etc.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The SPRC Building Maintenance Custodian must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. Exposed to elements when performing outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.
4. The SPRC Building Maintenance Custodian must exhibit some computer skills in order to perform all duties efficiently and effectively.

Position:

Director of Marketing and Public Relations

Summary:

Under the direction of the Superintendent of Recreation, the Director of Marketing and Public Relations is responsible for producing the communication, organization, development and implementation of effective marketing and promotional strategies, information systems, print publications, sponsorship recruitment and positive image enhancement for the district .

Supervisor:

The Director of Marketing and Public Relations reports to the Superintendent of Recreation and the Executive Director.

Qualifications:

Graduate of a college or university with a minimum of a Bachelor's Degree in the area of Marketing, Advertising, Public Relations, Journalism or a closely related field; Demonstrated skills in publication design & layout and print production knowledge; Computer experience with desktop publishing, graphic design & layout, Photoshop, Word, PowerPoint, Excel and Microsoft Office; Strong oral and written communication skills; Two years experience in public relations or a related field; or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Essential Functions:

Administration:

1. Coordinate the preparation and production of four seasonal program brochures. This responsibility includes the design and layout of the brochures, editing and formatting text provided by staff, developing a seasonal theme, coordinating the production schedule with everyone involved including the printer and assuring the appropriate distribution of the brochure through the post office or other means.
2. Coordinate the marketing and promotional efforts of all departments while establishing and maintaining good, cooperative working relations with department heads, supervisors, recreation staff and program coordinators.
3. Coordinate preparation and distribution of flyers, news releases to the media, Park District weekly news column, posters for special events and other printed material as necessary. Examples include newsletter to the schools, preschool newsletter, Fitness Center newsletter, senior newsletter, summer entertainment posters, etc.
4. Develop and maintain photo library of park district activities, programs, services, special events, parks and facilities. This responsibility includes serving as the photographer, editing digital photographs and establishing a park district catalog of photos and graphic images.
5. Develop and maintain positive media relations with local and regional bureaus, newspapers, television and radio. Creation and distribution of press packets and display advertising as needed.

6. Perform in house maintenance of web site. Serve as Webmaster in charge of web editing, web development and online registration capabilities.
7. Attend quarterly park board meetings and other meetings as assigned.
8. Prepare promotional and marketing strategies, plans and reports as needed.
9. Evaluate and recommend techniques for promotion.
10. Develop, maintain and coordinate new and existing sponsorship opportunities for facilities, programs, and special events to maximize financial and in kind support.
11. Pursue trends and innovations within the industry that will enhance services to the districts customers.
12. Participate in establishing and enhancing excellence in customer service.
13. Control costs and minimize waste while managing the marketing budget.
14. Hire, train, oversee, and evaluate part-time marketing coordinator.

Communications:

1. Meet regularly with superintendent, recreation department staff and office staff to develop timetables for specific projects and discuss progress with ongoing projects.
2. Develop and maintain positive media relations with local and regional bureaus, affiliates, newspaper, television and radio
3. As assigned, will serve as the park district spokesperson/representative at various community events, meetings and press conferences.

Planning:

1. Develop in conjunction with the Executive Director, department heads and other staff, a marketing plan for the Park District with emphasis on promoting facilities such as the Sunset Racquetball and Fitness Center, Peck Farm Park, Stone Creek Miniature Golf Course, Sunset/Mill Creek Pool, SPRC, Playhouse 38 and a special emphasis to promote all special events.

Safety Program:

1. Understand the Park District safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions. Reports all incidents and potential hazards to the Safety Committee as soon as possible.

Marginal Functions:

1. Assist in special projects such as referendum publicity and other Park District projects.
2. Assist all employees of the Park District as needed.

3. Perform other related duties and/ or special projects as assigned.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Director of Marketing and Public Relations must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.
4. Must display competent computer skills to be able to complete all elements of the position.

Working Conditions

1. Occasionally called upon to work overtime or odd schedules. Work is in a typical office setting.

Position:

Recreation Supervisor I

Summary:

Under the direction of the Superintendent of Recreation, the Recreation Supervisor I is responsible for the planning, coordination and supervision of operational functions for ~~contracted athletic programs~~, dance, cheerleading, senior programs/trips, adult, youth, toddler, and Friendship Station Preschool and martial arts. In addition, the Recreation Supervisor I supervises the Senior Trip Coordinator.

Supervisor:

The Recreation Supervisor I reports to the Assistant Superintendent of Recreation and the Executive Director.

Qualifications:

Graduate of a college or university with a minimum of a Bachelor's Degree in recreation administration or closely related field; two years full time experience in recreation programming or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities. Certification by a professional association and record of ongoing participation in continuing education seminars and workshops is desirable.

Essential Functions:

Administration:

1. Maintain accurate and current records including personnel, payroll, registration, participant evaluations, inventory and other miscellaneous statistics as necessary to the operation and management of all recreation programs.
2. Administer the operation of recreation programs and classes, in accordance with the policies established by the Board of Commissioners, Assistant Superintendent of Recreation and the Executive Director.
3. Evaluate the effectiveness of services provided in all recreation programs, special events, and makes recommendations on modifications to existing services, and the introduction of new services.
4. Prepare annual and special reports in relationship to their programs.

Finance:

1. Prepare and administer the annual budget for recreation programs within the Recreation Department. Authorization of budget and expense is through the Superintendent of Recreation.

Communications:

1. Inform the Assistant Superintendent of Recreation and other staff members of all pertinent matters.

2. Establish internal communication of the staff involved in recreation programs/classes and Friendship Station Preschool.
3. Plan and conduct a promotional program at each of the recreation programs and special events and publicizes through different media sources.
4. Develop and maintain cooperative working relationships among staff members, program participants, public agencies and community organizations.

Personnel:

1. Supervise the work of all part-time and seasonal employees under his/her direction including hiring, scheduling, training, evaluating and, if necessary, dismissal.
2. Conduct staff meetings and/or in-service training programs on a regular basis.

Planning:

1. Maintain an adequate inventory of all supplies needed for each of the recreation programs.
2. Recommend repairs or replacement of equipment and makes arrangements through the Assistant Superintendent of Recreation.
3. Maintain an awareness of current trends in all program areas of concentration to be incorporated as a part of the comprehensive plan of the Park District.
4. Prepare and submit proposed program schedules including cost estimates, staff requirements and equipment needs.

Safety Program:

1. Implement facility safety code and preventive maintenance program for the facility equipment.
2. Understand the Park District safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Safety Committee as soon as possible.
3. The Recreation Supervisor I may be designated as Safety Committee Coordinator. In addition to this job description, this employee must adhere to the Safety Coordinator job description located in the safety manual, section 5.01.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and employees.
2. The Recreation Supervisor I must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. 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.
4. The Recreation Supervisor I must exhibit good computer skills in order to perform all duties efficiently and effectively.

Position:

Recreation Supervisor II

Summary:

Under the direction of the Superintendent of Recreation, the Recreation Supervisor II is responsible for the planning, coordination and supervision of operational functions for the Kids' Zone and Kinderzone Before & Afterschool Program, Day Off Trips, Holiday/Summer Camps, programmatic responsibilities ~~teen programming~~ and a select number of special events.

Supervisor:

The Recreation Supervisor II reports to the Superintendent of Recreation and the Executive Director.

Qualifications:

Graduate of a college or university with a minimum of a Bachelor's Degree in recreation administration or closely related field; two years full time experience in camps and before and after school programming or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities; criminal background check clearance, current CPR and First Aid certifications and positive role model characteristics. Certification by a professional association and record of ongoing participation in continuing education seminars and workshops is desirable.

Essential Functions:

Administration:

1. Maintain accurate and current records including personnel, payroll, daily attendance, daily receipts, registration, inventory and schedules, and other miscellaneous statistics for the operation and management of the before and after school program, camps, general programs and special events.
2. Administer the operation of the recreation programs and special events in accordance with the policies established by the Board of Commissioners, Assistant Superintendent of Recreation and the Executive Director.
3. Evaluate the effectiveness of services in all recreation programs and facilities and make recommendations on changes in existing services and the introduction of new services.
4. Organize ~~leagues~~, lessons, programs and special events to meet the needs of all ability levels and ages.
5. Prepare annual and special reports in relationship to before and after school and recreation programs.
6. Implement operating procedures established by the Board of Commissioners, Superintendent of Recreation, and the Executive Director.
7. Train, hire, oversee and evaluate the Recreation Coordinator.

Finance:

1. Prepare and administer of the annual budget for the before and after school programs, general programs, camps and select special events within the Recreation Department. Authorization of budget and expense is through the Assistant Superintendent of Recreation.

Communications:

1. Inform the Assistant Superintendent of Recreation and other staff members of all pertinent matters.
2. Assist in establishing internal communication of the staff involved in the before and after school program, general programs, and special events.
3. Plan and conduct a promotional program for each recreation program, general programs and special events and publicizes through different media sources.
4. Develop and maintain cooperative working relationships among staff members, participants, public agencies and community organizations.

Personnel:

1. Supervise the work of all part-time and seasonal employees at each of the facilities, including hiring, scheduling, training, evaluating and, if necessary, dismissal.
2. Conduct staff meetings and/or in-service training programs on a regular basis.

Planning:

1. Assist in maintaining an adequate inventory of all supplies needed for the before and after school programs, general programs, and special events.
2. Recommend repairs or replacement of program equipment and arrange for repairs and/or replacement.
3. Maintain an awareness of current trends in recreation including childcare, youth and teen programming and special events to be incorporated as a part of the comprehensive plan of the Park District.
4. Prepare and submit proposed before and after school program, camp and general program schedules including cost estimates, staff requirements and capital needs.

Safety Program:

1. Implement facility safety code and preventive maintenance program for the facility equipment.
2. Understand the Park District safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Safety Committee as soon as possible.

3. The Recreation Supervisor II may be designated as Safety Committee Co-Coordinator. In addition to this job description, this employee must adhere to the Safety Coordinator Job Description located in the Safety Manual.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and employees.
2. The Recreation Supervisor II must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. 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.
4. The Recreation Supervisor II must exhibit good computer skills in order to perform all duties efficiently and effectively.

Position:

Recreation Coordinator

Summary:

Under the supervision of the Recreation Supervisor, the Recreation Coordinator will be responsible for assisting with the management and supervision of the Kids' Zone Before & Afterschool Program, Day Off Trips, Holiday/Summer Camps, Programmatic responsibilities~~Teen programming~~ and a select number of special events.

Supervisor:

The Recreation Coordinator reports to the Recreation Supervisor, Assistant Superintendent of Recreation and the Executive Director.

Qualifications:

The Recreation Coordinator must be at least 21 years of age and have minimum of a Bachelor's Degree in Recreation Administration or related field; a minimum of 3 years experience working with school age children; the ability to effectively communicate with participants, community organizations, parents and staff; must have attention to detail and the ability to multi-task; strong computer skills in MS Office required with knowledge of RecTrac Registration Software preferred; ability to work hours according to program needs; a valid CDL or the ability to obtain a CDL within 30 days of hire; criminal background clearance; current CPR and First Aid certifications and positive role model characteristics.

Essential Functions:

1. Maintains program supervision with Recreation Supervisor to ensure highest quality service.
2. Continue and develop quality programs that ensure program participant and staff growth.
3. Assists with hiring, training and supervision of program staff.
4. Coordination of field trips & program transportation schedules / needs.
5. Assists with program bus transportation when needed.
6. Prepares program staff schedules.
7. Maintains open communication with program staff, parents, participants and supervisor.
8. Maintains motivated co-workers and encourages teamwork.
9. Assists with program staff concerns.
10. Participates in all program staff trainings/meetings.
11. Appropriately and effectively communicates with School District 304 staff.
12. Works with FVSRA staff to ensure program needs are achieved.
13. Maintains participant files to ensure information is accurate and updated.
14. Assists with coordination of program enrichment components.
15. Monitors monthly program budget figures and maintains staff paperwork.
16. Manages program curriculum, supplies and purchases.
17. Manage site newsletters.
18. Prepare and review evaluations from participants.
19. Prepare seasonal brochure information.
20. Prepare monthly reports according to program areas as needed.
21. Substitutes at programs when necessary.
22. Assists with program registration procedures.
23. Assists with special events and projects as needed.

Safety Program:

1. Understands the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Recreation Supervisor as soon as possible.
2. Attends safety certification classes as assigned.

Marginal Functions:

1. Assists Recreation Supervisor to develop the annual budget each January.
2. Assists Recreation Supervisor to complete annual staff evaluations.
3. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles, including park district bus.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.
3. Ability to be outside for extended periods of time.

Cognitive Considerations:

1. Exhibits good problem solving abilities and good judgment in accordance with the mission of the Park District.
2. Demonstrates strong leadership skills when dealing with camp staff and participants.
3. The Recreation Coordinator must exhibit good computer skills in order to perform all duties efficiently and effectively.

The success of the program directly relates to this position. Job duties and responsibilities may change as needed to create quality programs.

Position:

Safety Coordinator

Summary:

Under the direction of the Executive Director, the Safety Coordinator is responsible for general safety and risk management concerns relating to all agency operations, functions, grounds and facilities. This position is responsible for the formulation, implementation and monitoring of procedural policies as they relate to loss prevention, insurance issues, safety, accident investigation, claims and the settling of losses.

Supervisor:

The Safety Coordinator reports to the Executive Director for Safety Coordinator duties.

Qualifications:

This position must be filled by a current full-time employee. At least two years of work experience in the field of parks or recreation is desirable. The hours of employment may fluctuate to accommodate evening or weekend programs, special events, and accident investigations as necessary. Work experience in public safety, and relevant safety or risk management certifications are desirable. A valid Illinois driver's license and acceptable driving record is required.

Essential Functions:

1. Oversees the development and management of safety related policies, rules and regulations, inspection reports, accident investigation reports, safety committee minutes, training materials, and responses to public safety concerns.
2. Communicates with proper oral and written skills in group and individual situations. Able to establish priorities, plan and delegate, and accomplish established goals.
3. Investigates accidents and related risk management activities, develops written documentation and processes pertinent paperwork concerning insurance claims to be sent to PDRMA.
4. Oversees safety orientation and training for seasonal part-time staff, volunteers, and new employees.
5. Develops emergency response procedures and evacuation plans for facilities and programs.
6. Establishes safety related goals and objectives.
7. Ensures compliance with all federal, state and local regulations related to safety and insurance.

Marginal Functions:

1. Completes assigned reports and projects on a timely basis.
2. Maintains records and files relating to safety and risk management.
3. Recommends safety related equipment, supplies, and materials for purchase and long range capital safety related improvements.
4. Maintains cooperative relationships with other public agencies in regards to safety issues.

Physical Requirements:

1. Ability to operate Park District vehicles.

2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Psychological Considerations:

1. The ability to analyze agency risks to determine whether they can be eliminated or minimized.
2. The ability to analyze existing loss data to determine if appropriate countermeasures can be implemented.
3. The ability to deal with other people under stressful situations.
4. Highly organized and have the ability to prioritize safety related and risk management projects.

Physiological Considerations:

1. The ability to inspect playgrounds, trails and related recreational areas.

Environmental Considerations:

1. May be exposed to extreme weather conditions during seasonal safety inspections, accident investigations, and during the coordination of a disaster situation.

Cognitive Considerations:

1. The ability to read, write, and organize materials.
2. Able to follow oral and written directions.
3. Ability to demonstrate good safety awareness and judgment.
4. Ability to use statistical analysis.

Position

Sunset Facility Manager/~~Fitness Supervisor~~

Summary:

Under the direction of the Superintendent of Recreation, the Sunset Facility Manager/~~Fitness Supervisor~~ is responsible for the planning, coordinating and supervision of all operational and program functions for the Sunset Community Center and assigned programmatic/special event responsibilities~~operations of the fitness/health-wellness programs.~~

Supervisor:

The Sunset Facility Manager/~~Fitness Supervisor~~ reports to the Superintendent of Recreation and the Executive Director.

Qualifications:

Graduate of a college or university with a minimum of a Bachelor's Degree in recreation administration or closely related field; three years full time experience in public recreation facility management; or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities. Certification by a professional association and record of ongoing participation in continuing education seminars and workshops is desirable.

Hours:

The Sunset Facility Manager/~~Fitness Supervisor~~ shall have varying hours due to programs, special events and facility operating hours. Due to the varying nature of the work, evening and weekend hours of duty are expected.

Essential Functions:

Administration:

1. Maintain accurate and current records including personnel, payroll, daily attendance, daily receipts, memberships, registration, inventory and schedules, and other miscellaneous statistics as necessary for the operation and management of the facility, fitness center, and custodial staff.
2. Evaluate the effectiveness of services provided at the facility and make recommendations on modifications of existing services and the introduction of new services.
3. Prepare annual and special reports in relationship to all facilities and fitness program area.
4. Implement operating procedures established by the Superintendent of Recreation, Executive Director and the Board of Commissioners.
5. Oversee the building and counter operations during operating hours in accordance with the policies established by the Superintendent of Recreation, Executive Director and the Board of Commissioners.
6. Oversee the completion of all front counter responsibilities including computer work, filing and inventory of supplies.

7. Review and recommend the need for replacement of all equipment.
8. Oversee and schedule all rentals throughout Sunset Community Center.
9. Oversee all matters related to ~~fitness~~ programming and special events including staffing, scheduling, training, implementation of new programs, and human resource responsibilities.
10. Other duties as assigned.

Finance:

1. Prepare and administer the annual budget for the Sunset Racquetball & Fitness Center. Authorization of budget and expense is through the Superintendent of Recreation.

Communications:

1. Inform the Superintendent of Recreation and other staff members of all pertinent matters.
2. Establish internal communication of the staff throughout facility.
3. Plan and conduct a promotional program at each of the facility and publicize through different media sources.
4. Develop and maintain cooperative working relationships among staff members, program participants, public agencies and community organizations.

Personnel:

1. Recruit, hire, train and evaluate all full-time and part-time personnel for the Sunset Racquetball & Fitness Center.
2. Supervise the Sunset Customer Service Manager, custodians, program/special event~~fitness~~ staff, and front counter staff.
3. Assist with preparation of work schedules of all full-time and part-time personnel.
4. Conduct staff meetings and/or in-service training programs on a regular basis.

Planning:

1. Maintain an adequate inventory of all supplies needed at the facility including maintenance supplies.
2. Recommend repairs or replacement of facility equipment and arranges for repairs of facility with Superintendent of Recreation.
3. Maintain an awareness of current trends in fitness to be incorporated as a part of the comprehensive plan of the Park District.

Safety Program:

1. Implement facility safety code and preventive maintenance program for the facility equipment.

2. Understand the Park District safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Safety Committee as soon as possible.
3. The Sunset Facility Manager may be designated as Safety Committee Co-Coordinator. In addition to this job description, this employee must adhere to the Safety Coordinator Job Description located in the Safety Manual, Section 5.01.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and employees.
2. The Sunset Facility Manager/~~Fitness Supervisor~~ must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. 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.
4. The Sunset Facility Manager must exhibit good computer skills in order to perform all duties efficiently and effectively.

Position:

Sunset Customer Service Manager (full-time)

Summary:

Under the supervision of the Facility Manager, the Customer Service Manager provides a wide range of front desk operations and secretarial duties as assigned by Geneva Park District staff. This position includes duties both within the administrative office as well as operations of Sunset Racquetball and Fitness Center and additional program responsibilities. Hours will vary and include evenings and weekends.

Supervisor:

The Customer Service Manager reports to the Facility Manager, Superintendent of Recreation.

Qualifications:

The Customer Service Manager staff member must have a minimum of a high school diploma, experience in public relations and office work or a combination of education, experience and training which provides the following required knowledge and skills; modern office support skills and procedures; standard methods of filing; clear writing, grammar, punctuation, spelling, vocabulary; establish and maintain positive and cooperative working relationships with a focus on quality services to internal and external customers; use initiative and sound, independent judgment within established guidelines; prioritize and coordinate work activities; compose routine correspondence, board material and other documents; make accurate arithmetic calculations; maintain confidentiality of work.

Essential Functions:

1. Answer phones and greet Geneva Park District patrons / Sunset Racquetball and Fitness Center members in a pleasant and cheerful manner.
2. Process program registration forms and all other follow up requirements of registration including class input procedures.
3. Process memberships and all follow-up requirements for Sunset Racquetball and Fitness Center; including monthly membership renewals.
4. Assist with inventory of office supplies.
5. Assist with keeping front desk, back workroom and hallway/bulletin board areas organized and updated with current information.
6. Assist in maintaining calendars & reservations of bus-& all picnic shelters and distribute to supervisors.
7. Assist with necessary clerical tasks ~~typing~~ for recreation staff.
8. Assist with class cancellations/waitlists/class changes, etc
9. Print and distribute updated copies of class programs.

10. Perform daily duties of Sunset Racquetball and Fitness Center including cash register transactions, washing towels, maintaining safety, etc.
11. Assist with maintenance and equipment repairs.
12. Maintain cleanliness throughout office and Fitness Center.
13. Maintain racquetball court operations.
14. Assist Facility Manager with Sunset operations and projects.
15. Proofing and assisting with seasonal brochure information.
16. Attend Recreational staff meetings.
17. Maintain current CPR and First Aid Certifications.
18. Other duties as assigned.

Communications:

1. Inform the Facility Manager and other staff members of all pertinent matters.
2. Develop and maintain cooperative working relationships among staff members, program participants, and public-at-large.
3. Establish a pleasant attitude on the telephone and in person.

Safety Program:

1. Understand the Park District safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Safety Committee as soon as possible. Serves as recorder for Safety Committee meetings.

Marginal Functions:

1. Complete other duties as assigned by the Facility Manager, Facilities Supervisor, Superintendent of Recreation or Executive Director.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The Customer Service Manager must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. 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.

Position

SPRC Facility Manager/Fitness Supervisor

Summary:

Under the direction of the Superintendent of Recreation, the SPRC Facility Manager/Fitness Supervisor is responsible for the planning, coordinating and supervision of all operational and program functions for the Steven D. Persinger Recreation Center and operations of the fitness/health-wellness programs.

Supervisor:

The SPRC Facility Manager/Fitness Supervisor reports to the Superintendent of Recreation and the Executive Director.

Qualifications:

Graduate of a college or university with a minimum of a Bachelor's Degree in recreation administration or closely related field; three years full time experience in public recreation facility management; or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities. Certification by a professional association and record of ongoing participation in continuing education seminars and workshops is desirable.

Hours:

The SPRC Facility Manager/Fitness Supervisor shall have varying hours due to programs, special events and facility operating hours. Due to the varying nature of the work, evening and weekend hours of duty are expected.

Essential Functions:

Administration:

1. Maintain accurate and current records including personnel, payroll, daily attendance, daily receipts, memberships, registration, inventory and schedules, and other miscellaneous statistics as necessary for the operation and management of the facility, fitness center, and custodial staff.
2. Evaluate the effectiveness of services provided at the facility and make recommendations on modifications of existing services and the introduction of new services.
3. Prepare annual and special reports in relationship to all facilities and fitness program area.
4. Implement operating procedures established by the Superintendent of Recreation, Executive Director and the Board of Commissioners.
5. Oversee the building and counter operations during operating hours in accordance with the policies established by the Superintendent of Recreation, Executive Director and the Board of Commissioners.
6. Oversee the completion of all front counter responsibilities including computer work, filing and inventory of supplies.

7. Review and recommend the need for replacement of all equipment.
8. Oversee and schedule all rentals throughout the Stephen D. Persinger Recreation Center.
9. Oversee all matters related to fitness programming including staffing, scheduling, training, implementation of new programs, and human resource responsibilities.
10. Other duties as assigned.

Finance:

1. Prepare and administer the annual budget for the Stephen D. Persinger Recreation Center. Authorization of budget and expense is through the Superintendent of Recreation.

Communications:

1. Inform the Superintendent of Recreation and other staff members of all pertinent matters.
2. Establish internal communication of the staff throughout facility.
3. Plan and conduct a promotional program at each of the facility and publicize through different media sources.
4. Develop and maintain cooperative working relationships among staff members, program participants, public agencies and community organizations.

Personnel:

1. Recruit, hire, train and evaluate all full-time and part-time personnel for the Stephen D. Persinger Recreation Center.
2. Supervise the SPRC Customer Service Manager, custodians, fitness staff, and front counter staff.
3. Assist with preparation of work schedules of all full-time and part-time personnel.
4. Conduct staff meetings and/or in-service training programs on a regular basis.

Planning:

1. Maintain an adequate inventory of all supplies needed at the facility including maintenance supplies.
2. Recommend repairs or replacement of facility equipment and arranges for repairs of facility with Superintendent of Recreation.
3. Maintain an awareness of current trends in fitness to be incorporated as a part of the comprehensive plan of the Park District.

Safety Program:

1. Implement facility safety code and preventive maintenance program for the facility equipment.

2. Understand the Park District safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Safety Committee as soon as possible.
3. The SPRC Facility Manager/Fitness Supervisor may be designated as Safety Committee Co-Coordinator. In addition to this job description, this employee must adhere to the Safety Coordinator Job Description located in the Safety Manual, Section 5.01.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and employees.
2. The SPRC Facility Manager/Fitness Supervisor must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. 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.
4. The SPRC Facility Manager/Fitness Supervisor must exhibit good computer skills in order to perform all duties efficiently and effectively.

Board Approved ~~10/6/2020~~16

Position:

SPRC Customer Service Manager

Summary:

The SPRC Customer Service Manager is responsible for assisting in the day to day operations of the Stephen D. Persinger Recreation Center and assigned programmatic responsibilities-

Supervisor:

The SPRC Customer Service Manager reports to the SPRC Facility Manager, Superintendent of Recreation and the Executive Director.

Qualifications:

Minimum of a high school diploma; Bachelors Degree preferred, experience in public relations and office work or a combination of education, experience and training which provides the required knowledge, skills and abilities. Computer experience necessary.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Prepare deposit daily.
3. Process memberships, track passes and registration forms as needed.
4. Oversee day to day operations of the front desk at SPRC.
5. Inventory supplies and equipment and recommend replacements as necessary.
6. Greet and assist patrons and members during visits.
7. Answer phones and greet Geneva Park District patrons in a pleasant and cheerful manner.
8. Perform daily operations of the front desk including: POS transactions, washing and folding towels, preparing membership forms for entry, processing program registration forms, etc.
9. Maintain cleanliness in the fitness center.
6. Assist in keeping front desk areas organized and back workroom organized.
7. Assist in sorting and distributing incoming mail.
8. Assist in keeping bulletin boards & table areas updated with current information.
9. Attend Recreation Staff Meetings
10. Assist with Special Events as assigned.
11. Hire, train, oversee, and evaluate recreation department birthday parties.
12. Administer First Aid according to the Park District's Communicable Disease Policy.

Communications:

1. Inform the SPRC Facility Manager and other staff members of all pertinent matters.
2. Develop and maintain cooperative working relationships among staff members, program participants, and public-at-large.
3. Establish a pleasant attitude on the telephone and in person.

Personnel:

1. Recruit, hire train and evaluate all Customer Service Attendants.
2. Supervise all Customer Service Attendants.
- ~~3. Supervise all birthday party hosts.~~
- ~~4.3.~~ Prepare work schedules.
- ~~5.4.~~ Conduct staff meetings with all Customer Service Attendants on a monthly basis.

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Safety Program:

1. Understand the Park District safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Safety Committee as soon as possible. Serves as recorder for Safety Committee meetings.

Marginal Functions:

1. Complete other duties as assigned by the SPRC Facility Manager.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. Exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when driving for errands or when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

Position:

Customer Service Assistant (part-time)

Summary:

Under the supervision of the Customer Service Manager, the Front Desk Customer Service Assistant provides a wide range of front desk operations and administrative duties as assigned by Geneva Park District staff. This position includes duties both within the administrative office as well as operations of Sunset Racquetball and Fitness Center/Stephen Persinger Recreation Center. Hours will vary and include evenings and weekends.

Supervisor:

The Front Desk Customer Service Assistant reports to the Customer Service Manager, ~~Facilities Supervisor~~, Superintendent of Recreation and the Executive Director.

Qualifications:

The Front Desk Customer Service Assistant must have a minimum of a high school diploma, experience in public relations and office work or a combination of education, experience and training which provides the following required knowledge and skills; modern office support skills and procedures; standard methods of filing; clear writing, grammar, punctuation, spelling, vocabulary; establish and maintain positive and cooperative working relationships with a focus on quality services to internal and external customers; use initiative and sound, independent judgment within established guidelines; prioritize and coordinate work activities; compose routine correspondence, board material and other documents; make accurate arithmetic calculations; maintain confidentiality of work.

Essential Functions:

1. Answer phones and greet Geneva Park District patrons in a pleasant and cheerful manner.
2. Process program registration forms and all other follow up requirements of registration including class input procedures.
3. Process memberships and all follow-up requirements for Sunset Racquetball and Fitness Center; including monthly membership renewals.
4. Perform daily duties of Sunset Racquetball and Fitness Center/ Stephen Persinger Recreation Center including cash register transactions, washing towels, maintaining safety, etc.
5. Maintain cleanliness throughout office and Fitness Center.
6. Maintain racquetball court operations/gymnasiums.
7. Maintain accurate and organized files.
8. Keep front desk, back workroom and hallway/bulletin board areas organized and updated with current information.
9. Assist with necessary clerical typing as assigned by manager.

10. Assist with class cancellations/waitlists/class changes, etc
11. Maintain current CPR and First Aid Certifications.
12. Other duties as assigned.

Communications:

1. Inform the Customer Service Manager and other staff members of all pertinent matters.
2. Develop and maintain cooperative working relationships among staff members, program participants, and public-at-large.
3. Establish a pleasant attitude on the telephone and in person.

Safety Program:

1. Understand the Park District safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Safety Committee as soon as possible.

Marginal Functions:

1. Complete other duties as assigned by the Customer Service Manager, Facilities Supervisor, Superintendent of Recreation or Executive Director.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. Must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. 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.

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Position:

Aerobic Fitness Instructor

Summary:

Aerobic Fitness Instructors are responsible for teaching exercise classes offered by the Geneva Park District. The instructors gear classes to meet the individual needs of the registered class. Individual classes are from beginner to advanced levels.

Supervisor:

Aerobic Fitness instructors report to the Aerobic Program Coordinator, ~~Sunset~~ Facility Manager/~~Fitness Supervisor~~, Superintendent of Recreation, and the Executive Director.

Qualifications:

Aerobic Fitness Instructors must be at least 18 years of age and have current First Aid and CPR certification and aerobic instructor training.

Essential Functions:

1. Develop exercise routine and format for assigned class according to individual ability and needs of class.
2. Be courteous, personable and responsible in the administration of programs.
3. Administer First Aid according to the Park District's Communicable Disease Policy.
4. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.
- 4.5. Maintain all necessary fitness certifications.

Marginal Functions:

1. Attend in-service trainings and meetings as directed by Supervisor.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Environmental Considerations:

1. May be exposed to elements when driving or assisting workers with outdoor functions.
2. Most activities are performed indoors. These environmental conditions could include lighting and temperature.

Cognitive Considerations:

1. The ability to resolve differences fairly and with good judgment is necessary.
2. Must be able to supervise others and have good safety awareness.

Position:

Aerobic Program Coordinator

Summary:

The Aerobic Program Coordinator is responsible for overseeing the operations of the Aerobics Program at the Geneva Park District. The Coordinator will assist in developing classes to meet the fitness needs of individuals and the community.

Supervisor:

The Aerobic Program Coordinator reports to the ~~SPRC~~unset Facility Manager/Fitness Supervisor, Superintendent of Recreation and the Executive Director.

Qualifications:

The Aerobic Program Coordinator must be at least 18 years of age and have current First Aid and CPR certification and aerobic instructor training.

Essential Functions:

1. Under the supervision of the ~~SPRC~~unset Facility Manager/Fitness Supervisor the Aerobics Program Coordinator is responsible for the hiring, training scheduling and evaluating of the Aerobic Fitness Instructors.
2. Evaluate program offerings and assist in developing classes to meets the fitness needs of the community.
3. Keep updated and accurate records of certifications of the Aerobic Fitness Instructors.
4. Coordinate hosting certification and continuing education workshops as they relate to the Aerobics program.
5. Provide equipment recommendations.
6. Prepare timesheets for Aerobic Fitness Instructors.
7. Assist in the development of the seasonal brochure for the fitness program.
8. Stay educated on current industry trends.
9. Display a high standard of personal conduct in the administration of the aerobics programs.
10. Administer First Aid according to the Park District's Communicable Disease Policy.
11. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Attend in-service trainings and meetings as directed by Supervisor.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Environmental Considerations:

1. May be exposed to elements assisting workers with outdoor functions.
2. Most activities are performed indoors. These environmental conditions could include lighting and temperature.

Cognitive Considerations:

1. The ability to resolve differences fairly and with good judgment is necessary.
2. Must be able to supervise others and have good safety awareness.

Position:

Facility Attendant

Summary:

The Facility Attendant supervises the activities and programs held at all the Geneva School District schools.

Supervisor:

The Facility Attendant reports to the Athletic Supervisor or Recreation Supervisor, Assistant Superintendent of Recreation and the Executive Director.

Qualifications:

Must be at least 18 years of age and have criminal background clearance and current CPR and First Aid certifications; present oneself as a positive role model, and maintain the ability to communicate effectively with participants and parents.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Become familiar with the use of the alarm system.
3. Open the building and prepare activity.
4. Check in participants as they enter the facility.
5. Collect fees when the program requires.
6. Maintain order at the event.
7. Ensure the safety of all participants.
8. Clean up activity area and secure the building at the end of the event.
9. Administer First Aid according to the Park District's Communicable Disease Policy.
10. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Attend in-service trainings and meetings as directed by Supervisor.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Facility Attendant/Building Supervisor must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

Position:

Peck Farm Field Attendant

Summary:

A Peck Farm Field Attendant performs supervisory responsibilities concerning the spring – fall operations of the Peck Farm Field schedule.

Supervisor:

A Peck Farm Field Attendant reports to the Athletics Supervisor, Assistant Superintendent of Recreation and Executive Director.

Qualifications:

Must be at least 18 years of age and have criminal background clearance and current CPR and First Aid certifications; present oneself as a positive role model, and maintain the ability to communicate effectively with participants and parents.

Essential Functions:

1. Bring any equipment and/or supplies from Peck Farm shed to baseball fields.
2. Provide Adult Softball Leagues with softballs and scorecards.
3. Maintain standings for Adult Leagues (if applicable).
4. Supervise the ball field area to ensure unsafe situation are avoided. Disallowing vehicles in the park area.
5. Turn on/off the baseball field lights, pathways and parking lot lights as assigned.
6. Put bases in their assigned ball field box after games are completed.
7. Clean up fields and surrounding areas.
8. At the end of the work shift, secure ball field area by ensuring all bases are put away boxes are locked up and gates are closed and locked.
9. Secure the Peck Farm shed.
10. Report any unsafe situations or conditions to the Athletic Supervisor immediately.
11. Maintain direct communications with the Athletics Supervisor.
12. Administer First Aid according to the Park District's Communicable Diseases Policy.
13. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Attend any in-service trainings and meeting as directed by Supervisor.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds.
3. May be exposed to elements when working. Activities are performed outdoors; these conditions can include extreme temperatures.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. Must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

Position:

Scorekeeper

Summary:

A Scorekeeper maintains the score for youth or adult athletic contests.

Supervisor:

A Scorekeeper reports to the Athletic Supervisor ~~and~~, Assistant Superintendent of Recreation ~~and the Executive Director~~.

Qualifications:

Must be at least 16 years of age and have criminal background clearance and current CPR and First Aid certifications; present oneself as a positive role model, and maintain the ability to communicate effectively with participants and parents.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Inform Athletic Supervisor of work availability and set work schedule.
3. Arrive 20 minutes prior to athletic contest to ensure scoring table is in proper order.
4. Work directly with officials to ensure the timely administration of each game.
5. Maintain the score, individual fouls, team fouls, time-outs, game time, technical fouls and current quarter.
6. Maintain a safe working environment in all areas of work.
7. Report any unsafe situations or conditions to the Athletic Supervisor and/or attendant on duty immediately.
8. Administer First Aid according to the Park District's Communicable Disease Policy.
9. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Attend scheduling meetings as assigned by the Athletic Supervisor.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.
2. Ability to operate Park District vehicles.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Scorekeeper must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements while indoors, including, lighting and temperature.

Position:

Volunteer Athletic Coach

Summary:

A Volunteer Athletic Coach instructs and coaches participants on the fundamentals, rules and skills of a particular sport.

Supervisor:

A Volunteer Athletic Coach reports to the Athletic Supervisor, Assistant Superintendent of Recreation and Executive Director.

Qualifications:

A Volunteer Athletic Coach must be at least 18 years of age and have experience/knowledge in the sport being coached as well as criminal background clearance; present oneself as a positive role model and have strong leadership skills, and maintain the ability to communicate effectively with patrons and parents.

Essential Functions:

1. Inform Athletic Supervisor of work availability and set work schedule.
2. Meet with Athletic Supervisor to review the goals and objectives of program.
3. Work with Athletic Supervisor and/or Instructor to prepare daily lessons plans.
4. Assist Youth Sports Instructor in teaching or coaching class.
5. Prepare to conduct a class without the assistance of an Instructor.
6. Maintain a safe working environment in all areas of work.
7. Become a NYSCA/ASEP certified coach (if applicable).
8. Administer First Aid according to the Park District's Communicable Disease Policy.
9. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Attend in-service trainings and meetings as directed by Supervisor.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Volunteer Athletic Coach must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Some activities are performed indoors; these conditions include lighting and temperature.

Position:

Youth Sports Instructor

Summary:

A Youth Sports Instructor teaches and coaches participants on the fundamentals, rules and skills of a particular sport.

Supervisor:

A Youth Sports Instructor reports to the Athletic Supervisor, Assistant Superintendent of Recreation and the Executive Director.

Qualifications:

A Youth Sports Instructor must be at least 16 years of age and have experience/knowledge in materials presented in class as well as criminal background clearance and current CPR and First Aid certifications; present oneself as a positive role model and have strong leadership skills, and maintain the ability to communicate effectively with patrons and parents. Previous teaching experience is desired.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Plan and organize a specific program with goals and objectives in cooperation with the Athletic Supervisor.
3. Prepare daily lesson plans for each class in order to meet the goals and objectives.
4. Develop class rules and guidelines and convey them to participants.
5. Maintain an enthusiastic approach while conducting an organized and well-structured class.
6. Maintain a safe working environment in all areas of work.
7. Evaluate the program at least twice during the season using participant evaluation forms.
8. Challenge the participants with new exercises, drills, and/or assignments.
9. Continually motivate participants to improve their skills and knowledge.
10. Continually seek ways to improve the program.
11. Become a NYSCA/ASEP certified coach (if applicable).
12. Administer First Aid according to the Park District's Communicable Disease Policy.
13. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Attend in-service trainings and meetings as directed by Supervisor.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Youth Sports Instructor must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Some activities are performed indoors; these conditions include lighting and temperature.

Position:

Assistant Camp Coordinator

Summary:

Under the supervision of the Camp Coordinator, the Assistant Camp Coordinator will be responsible for the specific planning of camp and the supervision of a small group. They will lead and plan daily activities for the campers.

Supervisor:

The Assistant Camp Coordinator reports to the Camp Coordinator, Recreation Supervisor, Recreation Coordinator, Assistant Superintendent of Recreation and the Executive Director.

Qualifications:

The Assistant Camp Coordinator must have a high school diploma; experience working with school age children- preferably 2 years; the ability to effectively communicate with campers, parents and staff; criminal background clearance; current CPR and First Aid certifications and positive role model characteristics.

Essential Functions:

1. Responsible for Camp Coordinator duties when Coordinator is absent
2. Responsible for supervision of camp staff
3. Works with Camp Coordinator to develop a quality program that will help participants and staff grow
4. Participates in all camp trainings
5. Coordinate with other counselors to create a plan of weekly and daily activities
6. Responsible for supervision of a group of kids
7. Communicates with parents and participants in the program
8. Ensures the safety of all participants
9. Constantly motivates co-workers and encourages teamwork
10. Fills out behavior and accident reports when necessary
11. Implements daily age-appropriate activities
12. Plans special events (family nights)

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Recreation Supervisor as soon as possible.
2. Attend safety certification classes as assigned.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.
3. Ability to be outside for extended periods of time

Cognitive Considerations:

1. Exhibit good problem solving abilities and good judgment in accordance with the mission of the Park District.
2. Demonstrate strong leadership skills when dealing with camp staff and participants.

End Result

Successful performance in this position will develop a strong summer camp program, where participants are excited to return day after day. The ability to create a safe, fun and caring site where relationships can grow is directly related to the performance in this position. The Assistant Camp Coordinator will maintain a motivated and enthusiastic attitude during each day of the program.

- Staff will work as a team
- Participants will be excited about each day
- Parent and participants will feel safe

The success of the program directly relates to this position. Job duties and responsibilities may change as needed to create a quality program.

Position:

Camp Coordinator

Summary:

Under the supervision of the Recreation Supervisor and the Recreation Coordinator, the Camp Coordinator will be responsible for the specific planning of camp and the management of the camp. This will include weekly staff meetings, providing supplies for planned activities and communicating with staff and parents effectively.

Supervisor:

The Camp Coordinator reports to the Recreation Coordinator, Recreation Supervisor, Assistant Superintendent of Recreation and the Executive Director.

Qualifications:

The Camp Coordinator must be at least 21 years of age and have a high school diploma; experience working with school age children- preferably 3 years; the ability to effectively communicate with campers, parents and staff; criminal background clearance; current CPR and First Aid certifications and positive role model characteristics.

Essential Functions:

1. Responsible for supervision of camp staff
2. Work to develop a quality program that will help participants and staff grow
3. Participate in all camp trainings
4. Coordinate with other counselors to create a plan of weekly and daily activities
5. Communicate with parents and participants in the program
6. Ensure the safety of all participants
7. Constantly motivate co-workers and encourages teamwork
8. Fill out behavior and accident reports when necessary
9. Implement daily age-appropriate activities
10. Plan special events (family nights)

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Recreation Supervisor as soon as possible.
2. Attend safety certification classes as assigned.

Marginal Functions:

1. Meet with Recreation Supervisor/Coordinator to assist in developing the annual budget each January/February.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.
3. Ability to be outside for extended periods of time

Cognitive Considerations:

1. Exhibit good problem solving abilities and good judgment in accordance with the mission of the Park District.
2. Demonstrate strong leadership skills when dealing with camp staff and participants.

End Result

Successful performance in this position will develop a strong summer camp program, where participants are excited to return day after day. Camp Coordinator will maintain a motivated staff, enthusiastic to plan new activities.

- Staff will increase their leadership skills
- Staff will be able to work with little or no direction
- Participants will be excited about each day
- Parent and participants will feel safe
- Good rapport will be developed between staff and school, staff and parents and staff and participants.

The success of the program directly relates to this position. Job duties and responsibilities may change as needed to create a quality program

Position:

Camp Counselor

Summary:

Under the supervision of the Camp Coordinator, the Camp Counselor will be responsible for the specific planning of camp and the supervision of a small group. They will lead and plan daily activities for the campers.

Supervisor:

The Camp Counselor reports to the Assistant Camp Coordinator, Camp Coordinator, Recreation Coordinator, Recreation Supervisor, Assistant Superintendent of Recreation and the Executive Director.

Qualifications:

The Camp Counselor must be at least 16 years of age and have experience working with school age children- preferably 1 year; criminal background clearance; current CPR and First Aid certifications and positive role model characteristics.

Essential Functions:

1. Participate in all camp trainings
2. Coordinate with other counselors to create a plan of weekly and daily activities
3. Responsible for supervision of a group of kids
4. Communicate with parents and participants in the program
5. Ensure the safety of all participants
6. Constantly motivate co-workers and encourages teamwork
7. Provide a positive role model for all participants
8. Implement daily age-appropriate activities
9. Plan special events (family nights)

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Recreation Supervisor as soon as possible.
2. Attend safety certification classes as assigned.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.
3. Ability to be outside for extended periods of time

Cognitive Considerations:

1. Exhibit good problem solving abilities and good judgment in accordance with the mission of the Park District.
2. Demonstrate strong leadership skills when dealing with camp staff and participants.

End Result

Successful performance in this position will develop a strong camp program, where participants are excited to return day after day. The ability to create a safe, fun and caring site where relationships can grow is directly related to the performance in this position. The Camp Counselor will maintain a motivated and enthusiastic attitude during each day of the program.

- Staff will work as a team
- Participants will be excited about each day
- Parent and participants will feel safe

The success of the program directly relates to this position. Job duties and responsibilities may change as needed to create a quality program.

~~JOB DESCRIPTION~~—Cultural Arts Coordinator

Summary:

Responsible for duties directly related to the instructing and administration of the cultural arts program. These tasks include, but are not limited to, staff supervision, designing and implementing of classes, communication with the Recreation Supervisor on a regular basis, performing staff training as assigned, assisting with brochure copy, coordinating/instructing cultural arts classes and directing and/or overseeing productions, and following all Park District safety standards. Develop lesson plans and activities for all specific class topics.

Supervisor:

This position reports to the Recreation Supervisor, Assistant Superintendent of Recreation, and the Executive Director.

Qualifications:

The Cultural Arts Coordinator must be at least 21 years of age, have a high school diploma, 5 years of teaching experience, diverse background in cultural arts as well as criminal background clearance and current CPR and First Aid certifications; present oneself as a positive role model and have strong leadership skills, and maintain the ability to communicate effectively with patrons and parents.

Hours:

Hours vary depending on number of classes and administrative hours. 900 maximum hours annually.

Essential Functions:

1. Develop lesson plans for each class, including goals and objectives.
2. Adhere to budget guidelines and purchasing policies.
3. Hire, train, supervise, schedule, and evaluate cultural arts instructors and production directors.
4. Supervise arrival and dismissal of participants.
5. Supervise participants at all times and maintain a safe learning environment.
6. Give instruction in assigned topic.
7. Be courteous, personable and responsible in the administration of programs and while communicating with participants and parents of the participants.
8. Arrive 10 minutes before class to set up and stay until all participants are picked up. Supervise younger participants meeting parents after class.
9. Assist with seasonal brochure copy.
10. Communicate with the Recreation Supervisor on matters affecting the overall administration of the program. This includes, budget items, new equipment purchases, brochure copy, class schedules, class cancellations, class additions and staff needs.
11. Assist other instructors in their teaching technique and knowledge.
12. Assist with marketing and public relations of Playhouse 38.
13. Schedule and coordinate parent meetings, open houses, auditions, competitions, productions and festival shows.
14. Oversee acceptable reasons for class cancellations, subbing for classes and finding substitute teachers.
15. Administer First Aid according to the Park District's Communicable Disease Policy. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.
16. Other duties as assigned.

Marginal Functions:

1. Attend or run in-service trainings and meetings as directed by Supervisor.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. Instructor must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements during outdoor functions. Most activities are performed indoors; these conditions may include lighting and temperature.

~~JOB DESCRIPTION~~—Cultural Arts Production Director

Summary:

The Cultural Arts Production Director is responsible for instruction of all patrons registered/cast for the designated production. He/she develops all plans/activities for the specific production.

Supervisor:

This position reports to the Cultural Arts Coordinator, Recreation Supervisor, Superintendent of Recreation, and the Executive Director.

Qualifications:

The Cultural Arts Production Director must be at least 18 years of age, have a high school diploma, experience/knowledge in cultural arts, as well as criminal background clearance and current CPR and First Aid certifications; present oneself as a positive role model and have strong leadership skills, and maintain the ability to communicate effectively with patrons and parents.

Hours:

Hours vary depending on number of classes and administrative hours. 900 maximum hours annually.

Essential Functions:

1. Develop lesson plans for each class, including goals and objectives.
2. Adhere to budget guidelines and purchasing policies.
3. Supervise arrival and dismissal of participants.
4. Supervise participants at all times and maintain a safe learning environment.
5. Give instruction in assigned topic.
6. Be courteous, personable and responsible in the administration of programs and while communicating with participants and parents of the participants.
7. Arrive 10 minutes before class to set up and stay until all participants are picked up. Supervise younger participants meeting parents after class.
8. Communicate with the Cultural Arts Coordinator on matters affecting the overall administration of the program. This includes, needed purchases, class schedules, class cancellations, staff needs, and any participant concerns.
9. Assist with marketing and public relations of Playhouse 38.
10. Administer First Aid according to the Park District's Communicable Disease Policy. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.
11. Other duties as assigned.

Marginal Functions:

1. Attend or run in-service trainings and meetings as directed by Supervisor.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.

2. Instructor must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements during outdoor functions. Most activities are performed indoors; these conditions may include lighting and temperature.

Position

Cultural Arts Program Instructor

Summary:

The Cultural Arts Instructor is responsible for instruction of pupils registered for class. Develops all lesson plans and activities for specific class topic.

Supervisor:

The Cultural Arts Program Instructor reports to the Recreation Supervisor, Assistant Superintendent of Recreation and the Executive Director.

Qualifications:

The Cultural Arts Program Instructor must be at least 18 years of age and have experience/knowledge in materials presented in class as well as criminal background clearance and current CPR and First Aid certifications; present oneself as a positive role model and have strong leadership skills, and maintain the ability to communicate effectively with patrons and parents. Previous teaching experience is desired.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Develop all lesson plans and activities for class.
3. Supervise arrival and dismissal of participants.
4. Supervise participants at all times and maintain a safe learning environment.
5. Give instruction in assigned topic.
6. Communicate with parents of the participants.
7. Arrive 15 minutes before class to set up and stay until all participants are picked up.
8. Administer First Aid according to the Park District's Communicable Disease Policy.
9. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Attend in-service trainings and meetings as directed by Supervisor.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Cultural Arts Program Instructor must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

Position:

Head Gymnastics Coach

Summary:

The Head Gymnastics Coach shall perform duties directly related to the coaching and administration of the gymnastics program. These tasks include, but are not limited to, the designing and implementing of gymnastics classes, communication with the Athletic Supervisor on a regular basis, maintaining current safety certification, performing staff training as assigned, developing brochure copy in a timely manner, coaching the gymnastic team and other gymnastic classes as assigned, and following all Park District safety standards.

Supervisor:

The Head Gymnastics Coach reports to the Athletic Supervisor, Assistant Superintendent of Recreation and Executive Director.

Qualifications:

The Head Gymnastics Coach must have a high school diploma and at least two years of gymnastic coaching experience; head coaching experience preferred. Good communication skills. Must work evenings and weekends.

Essential Functions:

Administration:

1. Maintain current CPR and Standard First Aid certifications.
2. Design gymnastic classes for recreational and team levels. Develop lesson plans for each class, including goals and objectives.
3. Perform IPDGC Conference duties, such as, attending coaches' meetings, submitting team rosters, and scheduling meets. All duties must be performed in a timely manner.
4. Communicate with the Athletic Supervisor on matters effecting the overall administration of the program. This includes, budget items, new equipment purchases, brochure copy, class schedules, class cancellations, class additions and staff needs.
5. Perform yearly performance reviews for all assistant coaches.

Coaching Duties:

1. Arrive to gym at least 15 minutes prior to the start of class.
2. Display enthusiasm and energy towards teaching gymnasts each day.
3. Provide an organized and instructional class program, complete with lesson plan.
4. Assist other coaches in their teaching technique and knowledge.
5. Be a positive role model for each gymnast in the program.
6. Develop self-esteem, body awareness and coordination in each gymnast.
7. Increase the gymnasts' skill level and knowledge of gymnastics.
8. Teach up to date gymnastic skills and fundamentals.
9. Administer First Aid according to the Park District's Communicable Disease Policy.

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Athletic Supervisor as soon as possible.
2. Attend safety certification classes as assigned.

Marginal Functions:

1. Meet with Athletic Supervisor to assist in developing the annual budget each January/February.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with participants and work together with other employees.
2. The Head Gymnastics Coach must exhibit good problem solving ability and good judgment in accordance with the mission of the Park District.
3. Demonstrate strong leadership skills when dealing with assistant coaches and participants.

Position:

Gymnastics/Tumbling Instructor

Summary:

The Gymnastics/Tumbling Instructor will teach and coach participants the fundamentals, skills and rules of tumbling/gymnastics.

Supervisor:

The Gymnastics/Tumbling Instructor reports to the Tumbling/Gymnastics Coordinator, Athletic Supervisor, Assistant Superintendent of Recreation and Executive Director.

Qualifications:

The Gymnastics/Tumbling Instructor must have experience in gymnastics/tumbling and teaching or childcare.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Work with the Gymnastics/Tumbling Head Coach in designing each session program.
3. Prepare daily lesson plans.
4. Inform the Athletic Supervisor of any pertinent matters as they relate to scheduling, gym usage, etc.
5. Make decisions regarding the placement of gymnasts in each program level.
6. Work closely with participants to ensure safety.
7. Motivate participants to achieve higher levels in the gymnastics program.
8. Become a NYSCA/ASEP certified coach (if applicable).
9. Administer First Aid according to the Park District's Communicable Disease Policy.
10. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Attend in-service trainings and meetings as directed by Supervisor.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Gymnastics/Tumbling Instructor must exhibit good problem solving ability and good judgement in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

Position:

Kids' Zone Assistant Site Coordinator

Summary:

Under the guidance of the Recreation Supervisor and the Site Coordinator, the Assistant Site Coordinator will be responsible for the specific programming and management of a before/after school site.

Supervisor:

The Kids' Zone Assistant Site Coordinator reports to the Kids' Zone Site Coordinator, Recreation Supervisor, Assistant Superintendent of Recreation and Executive Director.

Qualifications:

The Kids' Zone Assistant Site Coordinator must be at least 18 years of age and have a high school diploma and preferably an Associates Degree in Education, Recreation or a related field; 2 years experience in school age programming; criminal background clearance; current CPR and First Aid certifications; experience in supervising staff or volunteers, strong leadership skills, and the ability to accurately maintain records and prepare reports; communicate effectively with participants, parents, staff and school district personnel; work with over 55 participants, and clearly and concisely present ideas and recommendations orally and in writing.

Essential Functions:

1. Create, organize, promote and conduct a variety of recreational activities such as: arts & crafts, sports, music, dance, games, nutrition, nature activities, special events, social activities, outdoor play and homework time.
2. Assist Site Coordinator with sign in of all participants in after school program and knowing their whereabouts.
 - Prepare sign in/out sheets and attendance forms
 - Check voice mail message for absences/ train staff to do so as well, in case you are absent.
 - Communicate with school staff/ office – obtain daily absence lists
 - If a child does not show up, contact parent/guardian.
3. Assist in supervising and helps train staff
 - Assists in planning monthly meetings
 - Models correct behavior – actions, language and dress code
 - Responsible for any FVSRA staff, you should treat them as part of your staff team.
 - Distribute staff memos or information to staff.
 - Monitors staff to participant ratios, if extra staff call Supervisor to see if they are needed elsewhere, if not they should be sent home.
 - Inspires confidence and enthusiasm in staff and encourages teamwork
4. Assist with the planning of all curriculum
 - Contributes ideas for monthly calendar
 - Helps with inventories all supplies and submits requests for supplies to Recreation Supervisor at least 1 week in advance
 - Daily schedule of activities
 - Staff responsibilities for each day

5. In the absence of Site Coordinator, handle initial contacts with parents
 - Greets parents when dropping off or picking up children
 - Ensures all participants are signed in AM care by a parent and in PM care they are signed out by an authorized adult – NO EXCEPTIONS
 - Keeps parents informed about their children reporting positive behaviors, accidents/incidents or any other important information
 - Develops a good rapport with parents and participants
 - Notify parents if a participant is feeling ill, they should be picked up if they have a fever or are physically ill.
 - Inform Recreation Supervisor of any problem parents they may have
6. Attend staff training and monthly meetings
7. Maintain good relationships and effective communication with:
 - District 304 personnel
 - AM/PM Site Coordinator – share information about suspensions, school information, parent information or staff issues
 - Staff – You all need to work together and stay on the same page
 - Supervisor – keep informed of all situations (accidents, confrontations) no matter how minor, concerning staff, district staff, participants or parents
8. Follow procedures to maintain safety at site
 - Assist Site Coordinator in maintaining up to date information in the Emergency/Information Binder
 - Keep phone message log up to date
 - Charge phone on daily basis
 - Keep phone on you at all times during program hours
 - Practice Fire and Tornado drill and record in log
 - Know where first aid kit is and be sure to keep it well stocked
 - Witness administration of medication to participants according to policy – check for original labels and expiration dates.
9. Work Day Off trips, Winter and Spring camps and helps with other sites when needed
10. Other duties as assigned

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Recreation Supervisor as soon as possible.
2. Attend safety certification classes as assigned.

Physical Requirements:

1. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. The Kids' Zone Assistant Site Coordinator must exhibit good problem solving ability and good judgment in accordance with the mission of the Park District.
2. Demonstrate strong leadership skills when dealing with assistant site coordinator and group leaders and participants.

End Result

Successful performance in this position will develop a strong before/after school program, where participants are excited to return day after day. The ability to create a safe, fun and caring site where relationships can grow, is directly related to the performance in this position. The Asst. Site Coordinator will maintain a motivated and enthusiastic attitude during each day of the program.

- Staff will work as a team
- Participants will be excited about each day
- Parent and participants will feel safe

The success of the program directly relates to this position. Job duties and responsibilities may change as needed to create a quality program.

Position:

Kids' Zone Site Coordinator

Summary:

Under the guidance of the Recreation Supervisor, the Site Coordinator will be responsible for the specific programming and management of a before/after school site.

Supervisor:

The Kids' Zone Site Coordinator reports to the Recreation Supervisor, Assistant Superintendent of Recreation and Executive Director.

Qualifications:

The Kids' Zone Site Coordinator must be at least 21 years of age and have a high school diploma and preferably an Associates Degree in Education, Recreation or a related field; 3 years experience in school age programming; criminal background clearance; current CPR and First Aid certifications; experience in supervising staff or volunteers, strong leadership skills, and the ability to accurately maintain records and prepare reports; communicate effectively with participants, parents, staff and school district personnel; and clearly and concisely present ideas and recommendations orally and in writing.

Essential Functions:

1. Create, organize, promote and conduct a variety of recreational activities such as: arts & crafts, sports, music, dance, games, nutrition, nature activities, special events, social activities, outdoor play and homework time.
2. Account for sign in of all participants in before/after school program and knowing their whereabouts.
 - Prepare sign in/out sheets and attendance forms
 - Check voice mail message for absences/ train staff to do so as well, in case you are absent.
 - Communicate with school staff/ office – obtain daily absence lists
 - If a child does not show up, contact parent/guardian.
 - If snow day/ bad weather occurs, check in with Recreation Supervisor and notify other staff
3. Supervise and help train staff.
 - Hold monthly meetings with staff – must turn in agenda to Recreation Supervisor
 - Set staff schedule, according to availability – approves day off requests (only if site is covered)
 - Model correct behavior – actions, language and dress code
 - Responsible for any FVSRA staff, you should treat them as part of your staff team.
 - Distribute staff memos or information to staff.
 - Keep them aware of any medical conditions or allergies a participant may have.
 - Check over time sheets for accuracy and initials them
 - Monitor staff to participant ratios, if there is extra staff at the site - call Supervisor to see if they are needed elsewhere, if not they should be sent home.
 - Inspire confidence and enthusiasm in staff and encourages teamwork
 - Completes evaluations on staff and communicates about positive attributes and areas in need of improvement, help to set goals

4. Responsible for the planning of all curriculum.
 - Create a monthly calendar (typed) for site
 - Writes a monthly newsletter
 - Follows budgeted amount for supplies and planned activities
 - Inventories all supplies and submits requests for supplies to Recreation Supervisor at least 1 week in advance
 - Daily schedule of activities
 - Staff responsibilities for each day
5. Handle initial contacts with parents.
 - Greets parents when dropping off or picking up children
 - Ensures all participants are signed in AM care by a parent and in PM care they are signed out by an authorized adult – NO EXCEPTIONS
 - Keeps parents informed about their children reporting positive behaviors, accidents/ incidents or any other important information
 - Develops a good rapport with parents and participants
 - Notify parents if a participant is feeling ill, they should be picked up if they have a fever or are physically ill.
 - Works with parents in correcting any behavior issues
 - Responsible for distributing payment forms, memos, newsletters or behavior reports to parents
 - Follow up with any questions or concerns a parent may have
 - Inform Recreation Supervisor of any problem parents they may have
6. Attend staff training and Site-Coordinator meetings.
7. Stop by administrative offices Monday, Wednesday, Friday of each week.
 - Picks up materials from mailbox
 - Picks up snacks and supplies for site
 - Turns in weekly attendance and sign in/out sheets
 - Turns in any accident/ incident reports, behavior reports or late pick-ups within 24 hours
 - Turns in timesheets on every other Friday
 - Turns in copy of newsletter, monthly calendar, monthly staff meeting agenda
8. Maintain good relationships and effective communication with:
 - District 304 personnel
 - AM/PM Site Coordinator – share information about suspensions, school information, parent information or staff issues
 - Staff – You all need to work together and stay on the same page
 - Supervisor – keep informed of all situations (accidents, confrontations) no matter how minor, concerning staff, district staff, participants or parents
9. Follow procedures to maintain safety at site.
 - Maintain up to date information in the Emergency/Information Binder
 - Keep forms up to date- make sure copies are made when getting low
 - Keep phone message log up to date
 - Charge phone on daily basis – phone is to remain at site at all times (when programs hours are over, phone should be turned off and locked up)
 - Keep phone on you at all times during program hours
 - Practice Fire and Tornado drill and record in log
 - Know where first aid kit is and be sure to keep it well stocked
 - Properly store and administer medication to participants according to policy – check for original labels and expiration dates. Complete documentation for administering medicine

10. Work Day Off trips, Winter and Spring camps and helps with other sites when needed
11. Other duties as assigned

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes Completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Recreation Supervisor as soon as possible.
2. Attend safety certification classes as assigned.

Marginal Functions:

1. Meet with Recreation Supervisor to assist in developing the annual budget each January/February.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. The Kids' Zone Site Coordinator must exhibit good problem solving ability and good judgment in accordance with the mission of the Park District.
2. Demonstrate strong leadership skills when dealing with assistant site coordinator and group leaders and participants.

End Result

Successful performance in this position will develop a strong before/after school program, where participants are excited to return day after day. Site coordinator will maintain a motivated staff, enthusiastic to plan new activities.

- Staff will increase their leadership skills
- Staff will be able to work with little or no direction
- Participants will be excited about each day
- Parent and participants will feel safe
- Good rapport will be developed between staff and school, staff and parents and staff and participants

The success of the program directly relates to this position. Job duties and responsibilities may change as needed to create a quality program.

Position:

Kids' Zone Group Leader

Summary:

Under the guidance of the Recreation Supervisor, Site Coordinator, and Assistant Site Coordinator, the Group Leader will be responsible for the specific programming and management of a before/after school site.

Supervisor:

The Kids' Zone Group Leader reports to the Kids' Zone Site Coordinator, Assistant Site Coordinator, Recreation Supervisor, Assistant Superintendent of Recreation and Executive Director.

Qualifications:

The Kids' Zone Group Leader must be at least 16 years of age and have 1 year of experience working with school aged children; criminal background clearance; and current CPR and First Aid certifications; present oneself as a positive role model with strong leadership skills, and maintain the ability to communicate effectively with participants, parents, staff and school district personnel.

Essential Functions:

1. Create, organize, promote and conduct a variety of recreational activities such as: arts & crafts, sports, music, dance, games, nutrition, nature activities, special events, social activities, outdoor play and homework time.
2. Take direction from the Asst. and Site Coordinator and report any incidents immediately
3. Supervise and lead small and large group activities
4. Assists with planning age appropriate activities
5. Be able to discipline participants in a productive manner
6. Attends staff training and monthly meetings
7. Maintain good relationships and effective communication with:
 - District 304 personnel
 - Co-workers – You all need to work together and stay on the same page
 - Supervisor – keep informed of all situations (accidents, confrontations) no matter how minor, concerning staff, district staff, participants or parents
8. Follow procedures to maintain safety at site – aware of any potential safety hazards
9. Arrives on time, as scheduled
10. Follows dress code and dress appropriately for days activities
11. Works Day Off trips, Winter and Spring camps and helps with other sites when needed
12. Other duties as assigned

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes Completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any

- employee under his/her supervision. Reports all incidents and potential hazards to the Recreation Supervisor as soon as possible.
2. Attend safety certification classes as assigned.

Physical Requirements:

1. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. The Kids' Zone Group Leader must exhibit good problem solving ability and good judgment in accordance with the mission of the Park District.
2. Demonstrate strong leadership skills when dealing with assistant site coordinator and group leaders and participants.

End Result

Successful performance in this position will develop a strong before/after school program, where participants are excited to return day after day. The ability to create a safe, fun and caring site where relationships can grow, is directly related to the performance in this position. The Group Leader will maintain a motivated and enthusiastic attitude during each day of the program.

- Staff will work as a team
- Participants will be excited about each day
- Parent and participants will feel safe

The success of the program directly relates to this position. Job duties and responsibilities may change as needed to create a quality program.

Position:

Miniature Golf Course Attendant

Summary:

The Miniature Golf Course Attendant is responsible for maintaining safety and overseeing all operations of the miniature golf course.

Supervisor:

The Miniature Golf Course Attendant reports to the Miniature Golf Course Manager, Facilities Supervisor, Superintendent of Recreation, the Superintendent of Parks and the Executive Director.

Qualifications:

The Miniature Golf Course Attendant must be at least 16 years of age and have criminal background clearance; current CPR and First Aid certifications and positive role model characteristics. Experience in handling cash is preferred.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Answer any questions, over the telephone or in person to the best of your knowledge, regarding Stone Creek or the Park District.
3. Perform all operational duties outlined in manual.
4. Handle golf course customers efficiently.
5. Control miniature golf play and maintain course safety.
6. Maintain cleanliness inside hut.
7. Clean picnic table areas.
8. Handle all cash sales correctly.
9. Report to all scheduled shifts or obtain a substitute.
10. Clean course when scheduled to work.
11. Attend staff meetings.
12. Administer First Aid according to the Park District's Communicable Disease Policy.
13. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Assist all employees of the Park District as needed.
2. Help with Special Events when necessary.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Environmental Considerations:

1. May be exposed to elements when driving or assisting workers with outdoor functions.
2. Most activities are performed indoors. These environmental conditions could include lighting and temperature.

Cognitive Considerations:

1. The ability to resolve differences fairly and with good judgment is necessary.
2. Must be able to supervise others and have good safety awareness.

Position:

Miniature Golf Course Manager

Summary:

The Miniature Golf Course Manager is responsible for staff supervision, daily operations, bookkeeping, scheduling and for completing general Park District projects.

Supervisor:

The Miniature Golf Course Manager reports to the Facilities Supervisor, Superintendent of Recreation, the Superintendent of Parks and the Executive Director.

Qualifications:

The Miniature Golf Course Manager must be at least 21 years of age and have a high school diploma; experience in handling cash and supervising staff; criminal background clearance; current CPR and First Aid certifications and positive role model characteristics.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Hire, train, supervise, schedule and evaluate miniature golf course attendants.
3. Balance and record daily cash receipts.
4. Prepare rental calendars on a weekly basis and coordinate and conduct birthday parties.
5. Meet with Facilities Supervisor to report course operations.
6. Conduct staff meetings.
7. Answer questions, over the telephone or in person to the best of your knowledge, regarding Stone Creek or the Park District.
8. Perform all operational duties outlined in manual.
9. Handle golf course customers efficiently.
10. Control miniature golf play and maintain course safety.
11. Maintain cleanliness inside hut and the outside grounds including water feature and other play features.
12. Inventory supplies and make purchases as needed.
13. Clean picnic table areas.
14. Handle all cash sales correctly, including proper use of register, daily receipts and deposits.
15. Report to all scheduled shifts or obtain a substitute.
16. Clean course when scheduled to work.
17. Prepare monthly sales and usage reports.
18. Administer First Aid according to the Park District's Communicable Disease Policy.
19. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Assist all employees of the Park District as needed.
2. Assist with light maintenance of Stone Creek hut and course.
3. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Environmental Considerations:

May be exposed to elements when driving or assisting workers with outdoor functions. Activities performed are both indoors and outdoors. These environmental conditions could include temperature and weather.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Miniature Golf Manager must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Some activities are performed indoors; these conditions include lighting and temperature.

Position:

SCC Part-Time Building Custodian

Summary:

The SCC Part-Time Building Custodian shall perform maintenance tasks which include, but are not limited to, cleaning and security of the Sunset Community Center. The SCC Part-Time Building Custodian's schedule varies throughout the seven day work week.

Supervisor:

The SCC Part-Time Building Custodian reports to the SCC Facility Manager, Superintendent of Recreation and the Executive Director.

Qualifications:

Minimum includes completion of a high school education and knowledge toward repairs and maintenance of facilities and grounds.

Essential Functions:

1. Perform custodial maintenance and repairs for continual upkeep and cleanliness of the Recreation Center.
2. Operate and maintain cleaning equipment.
3. Review inventory of cleaning supplies and equipment and report any new or replacement materials to the SCC Building Maintenance Custodian via written request.
4. Secure all doors and windows in the facilities during operating hours and at closing.
5. Remove snow on sidewalks at front entryway to the recreation center and at the exterior of all exit doors.
6. Complete facility maintenance schedule and checklist including cleaning wood floors, steam room walls and floors, exercise equipment, vacuuming all carpeted floors, cleaning of windows, track floor, etc.
7. Set-up and clean-up classes/programs offered SCC.

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Safety Committee as soon as possible. Assist all employees of the Park District as needed.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary.
2. Ability to operate machines necessary for job function, including but not limited to, riding floor scrubber, carpet extractors, etc.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The Building Custodian must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. Exposed to elements when performing outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

Position:

SPRC Part-Time Building Custodian

Summary:

The SPRC Part-Time Building Custodian shall perform maintenance tasks which include, but are not limited to, cleaning and security of the Stephen D. Persinger Recreation Center. The SPRC Part-Time Building Custodian's schedule varies throughout the seven day work week.

Supervisor:

The SPRC Part-Time Building Custodian reports to the SPRC Facility Manager, Superintendent of Recreation and the Executive Director.

Qualifications:

Minimum includes completion of a high school education and knowledge toward repairs and maintenance of facilities and grounds.

Essential Functions:

1. Perform custodial maintenance and repairs for continual upkeep and cleanliness of the Recreation Center.
2. Operate and maintain cleaning equipment.
3. Review inventory of cleaning supplies and equipment and report any new or replacement materials to the SPRC Building Maintenance Custodian via written request.
4. Secure all doors and windows in the facilities during operating hours and at closing.
5. Remove snow on sidewalks at front entryway to the recreation center and at the exterior of all exit doors.
6. Complete facility maintenance schedule and checklist including cleaning wood floors, steam room walls and floors, exercise equipment, vacuuming all carpeted floors, cleaning of windows, track floor, etc.
7. Set-up and clean-up classes/programs offered SPRC.

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Safety Committee as soon as possible. Assist all employees of the Park District as needed.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary.
2. Ability to operate machines necessary for job function, including but not limited to, riding floor scrubber, carpet extractors, etc.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The Building Custodian must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. Exposed to elements when performing outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

Position:

Peck Farm Park Birthday Party Host

Summary:

Under the direction of the Peck Farm Park Manager, the party host shall perform all tasks included below and be available during work hours, generally Friday evenings, Saturday and Sunday.

Supervisor:

The Birthday Party Host reports to the Peck Farm Park Manager, the PFP Naturalists, Superintendent of Recreation and the Executive Director.

Qualifications:

Must be at least 16 years of age, have good customer service skills, leadership abilities, strong organization and experience working with children. CPR and First Aid training is also required as well as criminal background check clearance.

Essential Functions:

1. Set up parties
 - Verify all proper supplies are available (cake, drinks, paper products, pizza orders).
 - Help decorate room and set up party banners.
 - Ensure all equipment for games are easily accessible and accounted for.
2. Oversee parties
 - Lead children through variety of games and activities.
 - Distribute food and drinks to all guests.
 - Ensure the enjoyment and needs of guests are met.
3. Completion of parties
 - Ensure each child leaves with parent/guardian
 - Check party balance. Take final payment if necessary.
 - Take down and put away all party supplies.
 - Clean equipment, wipe down tables and organize rooms.
4. Obtain party evaluations and give to Peck Manager.
5. Maintain current CPR and Standard First Aid certifications.

Marginal Functions:

1. Attend in-service trainings and meetings as directed by Facilities Supervisor.
2. Assist all employees of the Park District as Needed.

Physical Requirements:

1. Handling Park District materials up to 50 lbs. Assistance will be provided when needed.

Cognitive Considerations:

1. Resolve problems that arise with patrons. Work together with employees to find a solution.
2. The Birthday Party Host must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.

Position:

PFPIC Camp Counselor

Summary:

Under the leadership of the Camp Director/Naturalist and Lead Counselor, the Camp Counselor is responsible for planning and teaching camps, working collaboratively with all staff, communicating with the general public, and any other duties as assigned. The duty station will be the Peck Farm Park Interpretive Center.

Supervisor:

The Camp Counselor reports to the Naturalist (Camp Director), Manager of Peck Farm Park Interpretive Center, Superintendent of Recreation and the Executive Director.

Qualifications:

Pursuing or completion of a college with a degree in Elementary Ed., Natural Resources, Biological Sciences, Outdoor Recreation or related field. Experience working with children grades K-6. Experience working in park settings and planning and facilitating non-formal education programs desirable. Strong communication skills, both verbal and written. Experience with public speaking. Enthusiasm, reliability, ability to take initiative and flexible schedule all very important. CPR/First Aid Certification.

Hours:

Seasonal Part-Time position generally 20-40 hours per week. Varied hours within the general framework of: Monday – Friday, 8:30 am – 4:30 pm

Essential Functions:

1. Plan and teach weekly camp programs. Generally, two groups per day for 5 days.
2. Work collaboratively with other camp counselors.
3. Inclusion of all campers in all aspects of camp.
4. Responsible for whereabouts of all campers for entire length of camp. This includes having parent/guardian signing campers in and out of camp each day.
5. Create a supply list each week.
6. Upkeep and general organization of all supplies, materials and facilities utilized for camps.
7. Work collaboratively with Fox Valley Special Recreation Association.

Physical Requirements:

1. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.
2. Capable of remaining outdoors for long periods of time during programs or garden/natural areas work in the heat of summer.

Position:**Part-time Naturalist****Summary:**

Under the direction of the Manager of Peck Farm Park Interpretive Center and the Executive Director, the Naturalist is responsible for camp programs, field trips, scout programming, adult naturalist programs, special events and exhibits. A strong background in curricula writing is a plus. The Naturalist will also help manage the physical properties of the Interpretive Center including maintenance, operations, improvements, and security. Facilities include the 1869 historic Peck House containing the Nature and History Rooms, the Butterfly House, Orientation Barn, Observation Silo, Picnic Areas, the Amphitheater, and the Nature Playground.

Supervisor:

The Naturalist reports to the Manager of Peck Farm Park Interpretive Center, Superintendent of Recreation and the Executive Director.

Qualifications:

Bachelor's degree in Environmental Education, Outdoor Recreation, Biological Sciences, Interpretation or Recreation. 1-3 years' experience leading natural history, interpretive and environmental education programs. Experience working in park settings and planning and facilitating non-formal education programs. Familiarity with the principles and techniques of interpretation and with environmental education curricula.

Hours:

This full-time position requires 2840-42 hours per week average. May fluctuate with season, program and/or office needs. Due to the nature of the work, evening, weekend and holiday hours are frequently required. Regular hours to be: Tuesday – Saturday 8:30 am – 5:00 pm. Camp season hours: Monday – Friday 8:00 am – 4:30 pm.

Essential Functions:**Duties and Responsibilities:**

1. Plan, organize, facilitate and present educational programs and special events at Peck Farm Park with an emphasis in cultural and natural history, environmental education, and recreation for individuals and groups of all ages, including school, scout, and birthday party groups, families, preschoolers, summer camps, and adults.
- 1-2. Create a warm and welcoming environment for volunteers. Assist with recruiting, training and supervising volunteers.
- 2-3. Serve as the Camp Director during camp season. Plan, organize and facilitate all details regarding camp. Supervise, train, and direct all camp counselors under the guidance of the Manager.
- 3-4. Plan, organize, facilitate and present educational programs and special events at Hawks Hallow Nature Playground with an emphasis in cultural and natural history, environmental education, and recreation for individuals and groups of all ages, including school, scout, and birthday party groups, families, preschoolers, summer camps, and adults. Facilitate acquiring the needed supplies to keep the playground fully stocked.
- 4-5. Answer phones; respond to inquiries for information, and general office duties as required. Greet public as needed in the Peck house or on park grounds.
- 5-6. Interpret the historical/cultural history, natural history, and recreational resources of Peck Farm Park to all visitors.

~~6.7.~~ Assist with and maintain the Butterfly Exhibit at Peck Farm Park.

~~7.8.~~ Assist with developing the yearly budget.

~~8.9.~~ Follow all purchasing procedures and guidelines as per district policy.

~~9.10.~~ Create and maintain displays, collections, exhibits and interpretative signs for the Nature Discovery & History Room, formal garden areas, and natural areas.

~~10.11.~~ Assist with natural areas maintenance as needed, including assisting with seasonal prescribed burns, invasive species removal, seed collection, plantings, etc.

~~11.12.~~ General maintenance of the Peck House, buildings, and grounds.

~~12.13.~~ Create and develop marketing information such as brochures and flyers.

~~13.14.~~ Assist in preparing news releases and other forms of publicity, designing gardens and natural areas of Peck Farm Park, and in pursuing grants for Peck Farm Park.

Communications:

1. Inform the Manager of Natural Areas & Interpretation, Superintendent of Recreation and Executive Director of all pertinent matters and work schedule.
2. Communicate all necessary information to main office staff.

Safety Program:

1. Responsible for knowing the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Physical Requirements:

1. Handle Park District materials up to 50 pounds. Assistance will be provided when necessary.
2. Capable of remaining outdoors for long periods of time during programs or garden/natural areas work in the heat of summer and cold of winter.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Naturalist must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.

Position:

PFPIC Program Assistant (Part-time)

Summary:

Under the direction of the Manager of Peck Farm Park Interpretive Center, the Program Assistant is responsible for assisting with and leading classes, programs, and tours; general office duties at Peck Farm Park; assisting with exhibits; general maintenance of the facilities as needed; and special duties as assigned.

Supervisor:

The Part-time Peck Farm Park Program Assistant reports to the Manager of Peck Farm Park Interpretive Center, Superintendent of Recreation and the Executive Director.

Qualifications:

A four-year degree or the equivalent combination of education, experience and training in environmental education, science or similar fields. Must be at least 18 years of age and have criminal background clearance and current CPR and First Aid certifications; present oneself as a positive role model and maintain the ability to communicate effectively with participants and parents.

Hours:

~~25-40 hours per week average.~~ Hours may fluctuate with season, program and/or office needs. Due to the nature of the work, evening and weekend hours are required. Schedule: M-F: as assigned and S-Sunday: as assigned.

Essential Functions:

1. Assist with and lead, as necessary, interpretative programs at Peck Farm Park with an emphasis in environmental education, natural and cultural history, for individuals and groups of all ages, including families, scout groups, school groups, preschoolers, birthday party groups, and adults.
2. Understand and interpret recreational, educational, historical and environmental resources at Peck Farm Park to all visitors.
3. Maintain displays and exhibits for the Nature Discovery, Hawks Hollow and History Rooms. General maintenance of the Peck House and park grounds as needed.
4. Understand and share the natural and cultural history of Peck Farm Park.
5. General office duties as required.

Marginal Functions:

1. Assist with Special Events as needed.
2. Complete special projects as assigned.
3. Assist all employees of the Park District as needed.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Program Assistant must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.

Position:

PFPIC Program Assistant (Part-time/ Seasonal)

Summary:

Under the direction of the Manager of Peck Farm Park Interpretive Center, the Program Assistant is responsible for assisting with and leading classes, programs, and tours; general office duties at Peck Farm Park; assisting with exhibits; general maintenance of the facilities as needed; and special duties as assigned.

Supervisor:

The Part-time Peck Farm Park Program Assistant reports to the Manager of Peck Farm Park Interpretive Center, Superintendent of Recreation and the Executive Director.

Qualifications:

A four-year degree or the equivalent combination of education, experience and training in environmental education, science or similar fields. Must be at least 18 years of age and have criminal background clearance and current CPR and First Aid certifications; present oneself as a positive role model, and maintain the ability to communicate effectively with participants and parents.

Hours:

~~25-40 hours per week average.~~ Hours may fluctuate with season, program and/or office needs. Due to the nature of the work, evening and weekend hours are required. Schedule: M-F: as assigned and S-Sunday: as assigned, mid-April through mid-October.

Essential Functions:

1. Assist with and lead, as necessary, interpretative programs at Peck Farm Park with an emphasis in environmental education, natural and cultural history, for individuals and groups of all ages, including families, scout groups, school groups, preschoolers, birthday party groups, and adults.
2. Understand and interpret recreational, educational, historical and environmental resources at Peck Farm Park to all visitors.
3. Maintain displays and exhibits for the Nature Discovery, Hawks Hollow and History Rooms. General maintenance of the Peck House and park grounds as needed.
4. Understand and share the natural and cultural history of Peck Farm Park.
5. General office duties as required.

Marginal Functions:

1. Assist with Special Events as needed.
2. Complete special projects as assigned.
3. Assist all employees of the Park District as needed.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Program Assistant must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

Position:

Pool Manager

Summary:

The Pool Manager is responsible for the overall day-to-day efficient operations of ~~the~~ Sunset & Mill Creek Pools. The Pool manager ~~D~~irects and supervises Assistant Pool Managers, Lifeguard Captains and ~~Lifeguards, head guards, and front desk staff~~ in order to provide a safe and clean aquatic facilities. The Pool Manager also assists in the supervision of the Pool Concessions Coordinator and the Pool Front Desk Coordinator.

Supervisor:

The Pool Manager reports to the Aquatics & Recreation Supervisor ~~Facilities Manager~~, Superintendent of Recreation, Superintendent of Parks and the Executive Director.

Qualifications:

Two years of previous aquatics-pool experience ~~preferred~~. Must possess hold a current StarGuard Lifeguard Training certificate license and current CPR/AED and Standard First Aid certification. certificates. StarGuard Lifeguard Instructor Certification preferred.

Essential Functions:

1. Utilize his/her knowledge in swimming pool operations to manage a quality aquatic facility.
2. Conduct weekly in-service trainings ~~drills~~ and providing provide documentation of these trainings. drills.
- 2.3. Conduct ongoing training drills on every shift to ensure Lifeguard training standards are being met.
4. Assist the Facilities Aquatics & Recreation Supervisor with pre-season trainings, certification ~~checks~~ and the start up startup operations of ~~the pool.~~ both aquatic facilities.
- 3.5. Attend staff meetings, as required.
- 4.6. Direct and assign all schedule pool personnel as to their work schedules and duties.
7. Recommend purchase of Requisition supplies and equipment, inspects condition of the aquatic facility pool, directs daily maintenance staff and recommends all necessary repair work.
8. Ensure that Health Department and StarGuard Standards are being met.
- 5.9. Facilitate Pool Rentals as scheduled.
6. Interpret the purpose and policies of pool programs to the pool staff, interested citizens, and participants.
- 7.10. Assist in the cash handling and accounting for the pools funds.
- 8.11. Check and maintain pool chemicals. Maintain pool chemistry. Administer as needed ~~to maintain appropriate levels.~~ Alert Facility Maintenance Supervisor of any issues as needed.
- 9.12. Administer First Aid according to the Park District's Communicable Disease Policy.
- 10.13. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Maintain positive relations with ~~the concession staff.~~ [all aquatics staff.](#)
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. –Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Pool Manager must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when working. Varying conditions include lightning, wind, rain and temperature changes.

Position:

Assistant Pool Manager

Summary:

The Assistant Pool Manager is responsible for the efficient operation of the Sunset Pool & Mill Creek Pool. ~~Helps Head~~The Assistant Pool Managers assists the Pool Manager direct and supervise ~~Lifeguard Captains and Lifeguards, and guard captains~~ in order to provide a safe and clean aquatic facility. The Assistant Pool Manager also assists in the supervision of the Pool Concessions Coordinator and the Pool Front Desk Coordinator.

Supervisor:

The Assistant Pool Manager reports to the ~~Head~~Pool Manager. ~~Recreation & Aquatic~~Aquatics & ~~Recreation~~ Supervisor, Superintendent of Recreation, ~~Superintendent of Parks~~ and the Executive Director.

Qualifications:

Two years of previous ~~aquatics~~pool experience preferred. Must ~~possess hold~~a current StarGuard Lifeguard ~~license~~Training certificate and current CPR/AED and ~~Standard~~ First Aid ~~certification~~certificates. StarGuard Lifeguard Instructor Certification preferred.

Essential Functions:

1. Utilize his/her knowledge in swimming pool operations to manage a quality aquatic facility.
2. Conduct weekly in-service trainings ~~drills~~ and providedeeding documentation of these trainingsdrills.
- ~~2.3.~~Conduct ongoing training drills on every shift to ensure Lifeguard training standards are being met.
- ~~3.4.~~Assist the Aquatics & Recreation Supervisor and the HeadPool Managers ~~and Recreation & Aquatic Supervisor~~with pre-season trainings, ~~certification checks and~~ and the ~~start up~~startup operations of both aquatic facilities~~the pool~~.
- ~~4.5.~~Direct and assign all pool personnel as to their cleaning duties and checking off their cleaning duties.
- ~~5.6.~~RequisitionRecommend purchase of supplies and equipment, ~~inspects condition of the pool~~, directs daily maintenance staff and recommends all necessary repair work.
- ~~6.~~ Interpret the purpose and policies of pool programs to the pool staff, interested citizens, and participants.
- ~~7.~~ Assist in the handling and accounting for the pool funds.
- ~~8.7.~~Check and maintain pool chemicals. Administer as needed to maintain appropriate levels.
- ~~9.8.~~Administer First Aid according to the Park District's Communicable Disease Policy.
- ~~10.9.~~ Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Maintain positive relations with ~~the concession, front desk, maintenance, & swim lesson staff.~~all aquatics staff.

2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Assistant Pool Manager must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when working. Varying conditions include lightning, wind, rain and temperature changes.

Position:

Pool Lifeguard Captain

Summary:

Under the direction of the ~~pool management~~Pool Manager and Assistant Pool Manager, a Lifeguard Captain is responsible for providing a positive environment for Lifeguards on their team in addition to a safe and clean aquatic facility for ~~the patrons of the Sunset Pool~~. A Guard Captain is to also assist the pool management in supervisory duties. A Lifeguard Captain is considered a leadership position within the Lifeguard Staff.

Supervisor:

Pool Lifeguard Captains report to the Assistant Pool Managers, Pool Managers, ~~Recreation & Aquatic~~Aquatics & Recreation Supervisor, Superintendent of Recreation and the Executive Director.

Qualifications:

At least one year of Lifeguard experience is required. Must have a possess a current StarGuard Lifeguard Training Certificate license and current CPR/AED and First Aid certification.. which includes First Aid and CPR Training. Prior years of experience in Lifeguarding and knowledge of principles and practices of pool safety and sanitation preferred.

Essential Functions:

1. Watch, direct and safeguard swimmers.
2. Rescue and resuscitate persons in danger of drowning, administer First Aid and follow accident procedures of the pool.
- ~~2.3.~~Facilitate and provide leadership to assigned Lifeguard team.
- ~~3.4.~~Assist with special events, rentals, and programs.
- ~~4.5.~~Assist in keeping the building and grounds in safe clean and sanitary condition.
- ~~5.6.~~Serve as a locker room attendant. Check for misconduct from swimmers.
- ~~6.7.~~Dress in staff uniform at all times when on duty.
- ~~7.8.~~Assist with pool start up and shut down.
- ~~8. Assist in running staff training meetings and weekly in-service sessions.~~
9. ~~Assist in coordinating staff schedules or sub requests.~~
10. Act as a communication link between management and Lifeguards.
11. Assist in monitoring operations and safety.
12. Administer First Aid according to the Park District's Communicable Disease Policy.
13. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Assist with pool start up and shut down, as needed.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Pool Guard Captain must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when working. Varying conditions include lightning, wind, rain and temperature changes.

Position:

Pool Lifeguard

Summary:

A ~~Pool~~ Lifeguard is to supervise pool patrons and ensure their safety and well-being through the enforcement of the pool rules and regulations. A Lifeguard is responsible for providing a safe and clean aquatic facility for the patrons at ~~the~~ Sunset & Mill Creek Pools.

Supervisor:

A Pool Lifeguard reports to the Assistant Pool Managers, Pool Managers, Head-Guards, Facilities ManagerAquatics & Recreation Supervisor, Superintendent of Recreation and the Executive Director.

Qualifications:

Must ~~possess~~have a current StarGuard Lifeguard Training Certificatelicense and current CPR/AED and -Standard First Aid Certificate, and CPR Certificate certification.- Knowledge of principles and practices of pool safety and sanitation are required.

Essential Functions:

1. Watch, direct and safeguard swimmers and swim lesson patrons.
2. Rescue and resuscitate persons in danger of drowning, Administer First Aid and follows accident procedures of the pool.
3. Assist with special events, rentals, and programs.
4. Assist in keeping the building and grounds in safe clean and sanitary condition.
5. Serve as a locker room attendant. Check for misconduct from swimmers.
6. Dress in staff uniform at all times when on duty.
7. Administer First Aid according to the Park District's Communicable Disease Policy.
8. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Assist with pool start up and shut down, as needed.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Lifeguard must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when working. Varying conditions include lightning, wind, rain and temperature changes.

Position:

~~Pool~~ Swim Lesson Coordinator

Summary:

The Swim Lesson Coordinator is responsible for the ~~efficient-overall~~ operations of ~~the~~ swim lesson programs.

Supervisor:

The Swim Lesson Coordinator reports to the ~~Facilities Manager~~ Aquatics & Recreation Supervisor, Superintendent of Recreation and the Executive Director.

Qualifications:

Current Starfish Aquatics Swim Instructor certification. Starfish Aquatics Swim Instructor Trainer certification preferred. StarGuard Lifeguard Instructor Certificate license preferred, preferred. Standard First Aid Certificate, and a CPR Certificate. CPR/AED and First Aid certification required.

Essential Functions:

1. ~~Begin the summer with an information meeting, finding out which instructors have taught lesson before, what classes the instructors would prefer to teach, how many hours they would like to teach and which sessions they are able to work.~~ Facilitate pre-season Swim Instructor training, and ensure all Starfish Aquatics curriculum is followed. Review water drills and games that the instructors may wish to use to teach skills. Pass out copies of example lesson plans, teaching ideas, etc
2. ~~Obtain the roster sheets from the park district office to divide the classes equally.~~ Run class rosters and provide the Aquatics & Recreation Supervisor an instructor list by class no later than the Thursday prior to the session beginning.
3. ~~Make a schedule as soon as possible and give a copy to each instructor.~~ Direct and schedule all swim instructors and private swim instructors.
4. ~~In collaboration with the Aquatics & Recreation Supervisor inform the pool coordinator.~~ Pool Manager, park district main office, and swim lessons staff and update pool voice mail of any lesson changes or cancellations no later than 1 hour before the scheduled class start time.
5. ~~Conduct bi-weekly swim instructor in-service trainings to review teach techniques and ensure Starfish Aquatics curriculum is being followed. Review water drills and games that the instructors may wish to use to teach skills. Pass out copies of example lesson plans, teaching ideas, etc.~~
6. On the first day of each session, the Swim Lesson Coordinator should introduce themselves to the parents and the students. Explain that the parents are to be seated in the area designated by the swim lesson or pool coordinator management.
7. Before the start of the first class of a new session give the instructors the appropriate materials they will need: 1) Attendance roster, 2) Skills sheets 3) Daily lesson plan sheets
8. Inform the park district main office of any changes on the class rosters.
- ~~8-9.~~ Be an on deck presence during all swim lesson classes. Assist instructors with teaching of specific skills as needed.
- ~~9-10.~~ On the last day of each session the instructors are to give you the report card/skills sheets with the final passing information.
- ~~10-11.~~ Assist the Aquatics & Recreation Supervisor with maintaining accurate payroll records and information for swim lesson staff.

11.12. The Swim Lesson Coordinator must be around-present for every lesson every day to oversee instructors, patrons and parents. Substitutes must be approved by the Aquatics & Recreation Supervisor. ~~If you are unable to stay, the only people that can be left in charge are the managers.~~

12.13. Administer First Aid according to the Park District's Communicable Disease Policy.

13.14. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Swim Lesson Coordinator must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Some activities are performed indoors; these conditions include lighting and temperature.

Position:

~~Pool~~ Swim Lesson Instructor

Summary:

Swim Lesson Instructors are responsible for teaching ~~participants~~patrons how to swim with emphasis on safety and survival skills.

Supervisor:

Swim Lesson Instructors reports to the Swim Lesson Coordinator, ~~Facilities Manager~~Aquatics & Recreation Supervisor, Superintendent of Recreation and the Executive Director.

Qualifications:

Must be a minimum of 16 years old and ~~have~~possess -a current CPR/AED and First aid certification. ~~certificate and First Aid certificate. Starfish Aquatics Swim Instructor certification required. A~~ current StarGuard Lifeguard ~~Training Certificate~~license and/or previous instructor experience is preferred. Once hired, Swim Lesson Instructors must ~~also~~ complete an instructor-training program conducted by the Swim Lesson Coordinator.

Essential Functions:

1. Be in uniform.
2. Report to work as scheduled.
3. Obtain your own substitutes as approved by the Swim Lesson Coordinator.
4. Utilize lesson plans for each day of the lesson.
5. Give completed report cards at the end of each session to the swim lesson coordinator.
6. Know the material you are teaching.
7. If you do not understand a skill or teaching method, ask the swim lesson coordinator.
8. To promote safety first above all else.
9. Administer First Aid according to the Park District's Communicable Disease Policy.
10. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Swim Instructor must exhibit good problem solving ability and good judgement in keeping with the mission of the Park District.
3. May be exposed to elements when working. Varying conditions include lighting and temperature changes.

Position:

Pool Maintenance Worker

Summary:

A Pool Maintenance Worker is responsible for providing a safe and clean aquatic facility for the patrons.

Supervisor:

A Pool Maintenance Worker reports to the ~~Facilities Manager~~[Aquatics & Recreation Supervisor](#), Superintendent of Recreation and the Executive Director.

Qualifications:

Must be 16 years of age. Prefer experience in aquatics and/or maintenance work.

Essential Functions:

1. Maintain current CPR/[AED](#) and ~~Standard~~ First Aid certifications.
2. Clean the bathhouse daily: floors, toilets, sinks, mirrors, lockers etc.
3. Vacuum the pools daily.
4. Maintain a clean pool and concession decks.
5. Empty all deck garbage containers as needed.
6. Keep all dispensers fully stocked in bathhouse, concession stand, First Aid etc.
7. Perform general maintenance tasks as requested by ~~Facilities Manager, Aquatics Coordinator or Pool Coordinator~~[the Aquatics & Recreation Supervisor and Pool Managers](#).
8. Conduct routine inspections of the pool equipment and park amenities. [Report any broken items to the Aquatics & Recreation Supervisor](#).
9. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Perform other general Park District duties as assigned.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Pool Maintenance Worker must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when working. Varying conditions include lighting and temperature changes.

Position:

Pool Concession Coordinator ~~Manager~~

Summary:

The Pool Concession ~~Manager~~Coordinator will be responsible for staff supervision, daily operations, ~~bookkeeping~~cash handling, inventory, scheduling and,—maintaining cleanliness of the pool concession stands., ~~and for completing general pool projects for the Park District.~~

Supervisor:

The Pool Concession Coordinator ~~Manager~~ reports to the Pool Managers, Aquatics and Recreation Facilities Supervisors, Superintendent of Recreation and the Executive Director.

Qualifications:

Must be 18 years of age and ~~have~~possess a current CPR/AED and ~~Standard~~ First Aid ~~C~~ertifications.

Essential Functions:

1. Schedule and direct ~~Prepare and confirm concession~~ staff schedules.
2. Inventory stock and ~~order~~ supplies.
- ~~2.3.~~Work with Aquatics & Recreation Supervisor to order food and supplies weekly.
- ~~3.4.~~Balance and record daily cash receipts.
- ~~4.5.~~Conduct concession staff meetings bi-weekly.
- ~~5.6.~~Answer questions, over the telephone or in person, regarding the Geneva Park District.
- ~~6.7.~~Handle pool customers efficiently, and ensure a high level of customer service is provided at all times.
- ~~7.8.~~Oversee concession area while on duty.
- ~~8.9.~~Maintain a high standard of cleanliness inside stand and on concession deck and in lawn.
- ~~9.10.~~Inspect concession workers' conduct and work procedures.
- ~~10.11.~~Handle cash sales. Maintain proper cash handling procedures.
- ~~11.12.~~Report to all scheduled shifts or obtain a substitute.
- ~~12.13.~~Be familiar with all Park District manuals and policies.
- ~~13.14.~~Administer First Aid according to the Park District's Communicable Disease Policy.
- ~~14.15.~~Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and hazards to the safety committee as soon as possible.

Marginal Functions:

1. Assist al employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.

- 2. The Pool Concession [Coordinator Mgr.](#) must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
- 3. May be exposed to elements when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

Position:

Pool Concession Attendant

Summary:

The Pool Concession Attendant serves the pool patrons in a professional manner and maintains a clean and healthy work environment.

Supervisor:

A Pool Concession Attendant reports to the Pool Concession ~~Coordinator~~Manager, Pool Managers, Aquatics and ~~Facilities-Recreation~~ Supervisors, Superintendent of Recreation and the Executive Director.

Qualifications:

Must be 16 years of age and ~~have~~possess current ~~Standard~~CPR/AED and First Aid ~~and~~CPR certifications.

Essential Functions:

1. Prepare food according to health codes.
2. Handle cash sales.
3. Handle pool customers efficiently.
4. Control concession area.
5. Maintain a clean concession area throughout shift.
6. Answer questions, over the telephone or in person, regarding the Geneva Park District.
7. Report to all scheduled shifts or obtain a substitute.
8. Be familiar with all Park District manuals and policies.
9. Administer First Aid according to the Park District's Communicable Disease Policy.
10. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. ~~Ability to operate Park District vehicles.~~
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Pool Concession Attendant must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

Position

Pool Front Desk ~~Manager~~Coordinator

Summary:

The Pool Front Desk ~~Manager~~Coordinator will greet and serve pool patrons in a professional manner and maintain a clean and orderly work area while supervising/assisting Front Desk Attendants.

Supervisor:

The Front Desk ~~Coordinator~~Manager reports to the Pool Managers, Aquatics & Recreation Supervisor, Facilities Manager, Superintendent of Recreation and the- Executive Director.

Qualifications:

Must be 18 years of age and ~~have~~possess current ~~Standard First Aid and CPR Certifications.~~CPR/AED and First Aid certifications.

Essential Functions:

1. ~~Operate photo I.D. computer, produce and distribute passes~~Ability to operate a computer.
2. Supervise Pool Front Desk Attendants while on duty.
3. Conduct ~~bi-weekly~~ Pool Front Desk staff meetings as directed.
4. Check in all current season pass holders.
5. Handle cash transactions for admittance into the pool, and ensure Pool Front Desk Attendants are trained on proper cash handling procedures.
6. Answer the pool telephone and update the pool phone message system.
7. ~~Handle all customers efficiently.~~Ensure a high level of customer service is provided at all times to all pool patrons.
8. Report to work for all scheduled shifts or obtain a substitute.
9. Make phone calls to program participants.
10. Process pool membership ~~forms.~~applications, produce and distribute pool passes
11. Answer questions, over the phone or in person, regarding the Geneva Park District.
12. Complete payroll for all pool staff by the Sunday prior to Friday pay dates.
13. Be familiar with aquatics pool manual.
14. Administer First Aid according to the Park District's Communicable Disease Policy.
15. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Keep work areas clean.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Pool Front Desk Mgr. must exhibit good problem solving ability and good judgement in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

Position

Pool Front Desk Attendant

Summary:

A Pool Front Desk Attendant will greet and serve the pool patrons in a professional manner and maintain a clean and orderly work area.

Supervisor:

A Pool Front Desk Attendant reports to the Pool Front Desk Coordinator/Manager, Pool Managers, Aquatics & Recreation Supervisor, Facilities Manager, Superintendent of Recreation and the Executive Director.

Qualifications:

Must be 16 years of age and ~~have—possess~~ current ~~Standard First Aid and CPR Certifications.~~CPR/AED and First Aid certifications.

Essential Functions:

1. Check in all current season pass holders.
2. Handle any cash transactions for admittance in to the pool.
3. Answer the pool telephone.
4. Handle all customers efficiently and provide a high level of customer service.
5. Report to work for all scheduled shifts or obtain a substitute.
6. Answer questions, over the telephone or in person, regarding the Geneva Park District.
7. Keep work areas clean.
8. Assist in operating the photo I.D. computer, producing and distributing passes.
9. Be familiar with aquatics~~pool~~ manual.
10. Administer First Aid according to the Park District's Communicable Disease Policy.
11. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Pool Front Desk Attendant must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

Position:

Preschool Aide

Summary:

The Preschool Aide will be responsible for assisting the teacher in the preparation of lesson plans and the instruction ~~for up to 22 preschool students per class period~~ of all students in classroom.

Supervisor:

The Preschool Aide reports to the Preschool Teacher, Recreation Supervisor, Assistant Superintendent of Recreation and the Executive Director.

Qualifications:

The Preschool Aide must have experience in childcare or early childhood education. Education in Early Childhood or Elementary Education is desired.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Supervise the arrival and dismissal of children.
3. Assist in executing daily lesson plans.
4. Assist with supervising children at all times.
5. Prepare art, craft, cooking, and music projects.
6. Interact with preschool parents.
7. Supervise field trips.
8. Maintain a safe learning environment.
9. Prepare preschool rooms for the start of the school year and for storage throughout the summer.
10. Administer First Aid according to the Park District's Communicable Disease Policy.
11. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the Recreation Supervisor and safety committee as soon as possible.

Marginal Functions:

1. Attend in-service training sessions.
2. Distribute Park District information when requested.
3. Assist all employees of the Park District as needed.
4. Work in conjunction with school district staff.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The GPD Preschool Aide must exhibit good problem solving ability and good judgement in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.
4. Provide a caring atmosphere for children to learn.

Benefits:

Preschool aides are eligible for 3-5 paid sick days per school year dependant upon the number of classes the employee will be working. The exact number of sick days for each employee will be documented on the employment agreement for each school year. These sick days do not accumulate from year to year. Further details regarding the use of sick days can be found in the Personnel Policy Manual.

Position:

Preschool Teacher

Summary:

The Preschool Teacher will be responsible for the preparation of lesson plans and the instruction for ~~all up to 22~~ preschool students per class period.

Supervisor:

The Preschool Teacher reports to the Recreation Supervisor, Superintendent of Recreation and the Executive Director.

Qualifications:

The Preschool Teacher must have experience in Early Childhood or Elementary Education and a degree in Early Childhood or Elementary Education.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Supervise the arrival and dismissal of children.
3. Develop daily lesson plans.
4. Supervise children at all times when at school.
5. Prepare art, craft, cooking, and music projects.
6. Interact with preschool parents and answer any questions.
7. Perform preschool student conferences when needed.
8. Meet with Recreation Supervisor periodically.
9. Develop a monthly parent newsletter.
10. Prepare and supervise field trips.
11. Maintain a safe learning environment.
12. Prepare preschool rooms for the start of the school year and for storage in the summer.
13. Administer First Aid according to the Park District's Communicable Disease Policy.
14. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the Recreation Supervisor and safety committee as soon as possible.

Marginal Functions:

1. Attend in-service training sessions.
2. Distribute Park District information when requested.
3. Assist all employees of the Park District as needed.
4. Work in conjunction with school district staff

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The GPD Preschool Teacher must exhibit good problem solving ability and good judgement in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.
4. Provide a caring atmosphere for children to learn.

Benefits:

| Preschool teachers who work each class (M-F, morning and afternoon) are eligible for up to 510 paid sick days per school year. These sick days do not accumulate from year to year. Further details regarding the use of sick days can be found in the Personnel Policy Manual.

Position

Adult Program Instructor

Summary:

An Adult Program Instructor is responsible for instruction of all patrons registered for class. He/she develops all lesson plans and activities for specific class topic.

Supervisor:

An Adult Program Instructor reports to the Recreation Supervisor, Assistant Superintendent of Recreation and the Executive Director.

Qualifications:

Must be at least 18 years of age and have quality experience in the subject matter being taught as well as criminal background clearance and current CPR and First Aid certifications; have strong leadership skills, and maintain the ability to communicate effectively with patrons. Previous teaching experience is desired.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Develop all lesson plans/activities for class.
3. Attend in-service training sessions and meetings as directed by Supervisor.
4. Provide instruction in assigned topic.
5. Interact with patrons.
6. Maintain accurate payroll records.
7. Is courteous, personable, and responsible and displays a high standard of personal conduct in the administration programs.
8. Administer First Aid according to the Park District's Communicable Disease Policy.
9. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, knowledge of emergency safety procedures, reporting of hazardous equipment, facilities, and/or the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles when necessary.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Adult Program Leader must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

Position

Toddler/Youth/Dance Instructor

Summary:

The Program Instructor is responsible for instruction of pupils registered for class. Develops all lesson plans and activities for specific class topic.

Supervisor:

The Program Instructor reports to the Recreation Supervisor, Assistant Superintendent of Recreation and the Executive Director.

Qualifications:

The Program Instructor must be at least 18 years of age and have experience/knowledge in materials presented in class as well as criminal background clearance and current CPR and First Aid certifications; present oneself as a positive role model and have strong leadership skills, and maintain the ability to communicate effectively with patrons and parents. Previous teaching experience is desired.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Develop all lesson plans and activities for class.
3. Supervise arrival and dismissal of children.
4. Supervise children at all times and maintains a safe learning environment.
5. Give instruction in assigned topic.
6. Communicate with parents of the participants.
7. Arrive 15 minutes before class to set up and stay until all participants are picked up.
8. Administer First Aid according to the Park District's Communicable Disease Policy.
9. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Attend in-service trainings and meetings as directed by Supervisor.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Toddler/Youth/Dance Instructor must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

Position:

Personal Trainer

Summary:

The Personal Trainer is responsible for the supervision of the fitness center exercise area and assisting members with the safe operation of equipment. The Personal Trainer will assist in the maintenance and cleanliness of the fitness equipment and locker rooms.

Supervisor:

The Personal Trainer reports to the ~~Sunset~~ Facility Manager.

Qualifications:

The Personal Trainer must be at least 18 years of age and have current First Aid, CPR and Personal Training certifications.

Essential Functions:

1. Supervise the fitness center exercises area and assist members with the safe operation of equipment.
2. Conduct inspections, maintenance and cleaning of fitness center equipment.
3. Maintain current CPR, Standard First Aid and personal training certifications.
4. Maintain cleanliness of the fitness center exercise area, courts, and locker rooms.
5. Provide equipment and program recommendations to assist in meeting the fitness needs of the community.
6. Greet and assist members during visits. Provide tours of the facility for prospective members.
7. Display a high standard of personal conduct in the administration of the Stephen D. Persinger Recreation Center and Sunset Racquetball & Fitness Center policies and procedures.
8. Is courteous, personable and responsible in the administration of the Stephen D. Persinger Recreation Center and Sunset Racquetball & Fitness Center policies and procedures.
9. Attend staff meetings and in-service training sessions.
10. Administers First Aid as necessary in accordance to the Geneva Park District Communicable Disease Policy.

~~11.~~ Responsible for policies and procedures in the Geneva Park District Safety Manual.

~~11-12.~~ Maintain necessary personal training certifications.

Marginal Functions:

1. Assist all employees of the park district as needed.
2. Assists with front desk operations as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Personal Trainer must exhibit good problem solving ability and good judgement in keeping with the mission of the Park District.

3. May be exposed to elements when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

Position:

Birthday Party Host

Summary:

Under the direction of the SPRC Customer Service Manager, the party host shall perform all tasks included below and be available during work hours, generally Friday evenings, Saturday and Sunday. The Birthday Party Host will work hours as parties are booked at multiple facilities including SPRC, Sunset, Sunset/Mill Creek Pool, and Stone Creek Miniature Golf Course.

Supervisor:

The Birthday Party Host reports to the SPRC Customer Service Manager, Facility Supervisor, Superintendent of Recreation and the Executive Director.

Qualifications:

Must be at least 16 years of age, have good customer service skills, leadership abilities, strong organization and experience working with children. CPR and First Aid training is also required as well as criminal background check clearance.

Essential Functions:

1. Set up parties
 - Verify all proper supplies are available (cake, drinks, paper products, pizza orders).
 - Decorate room and set up party banners.
 - Ensure all equipment for games are easily accessible and accounted for.
2. Oversee parties
 - Lead children through variety of games and activities.
 - Distribute food and drinks to all guests.
 - Ensure the enjoyment and needs of guests are met.
3. Completion of parties
 - Ensure each child leaves with parent/guardian
 - Check party balance. Take final payment if necessary.
 - Take down and put away all party supplies.
 - Clean equipment, wipe down tables and organize rooms.
4. Obtain party evaluations and give to SPRC Customer Service Manager.
5. Maintain current CPR and Standard First Aid certifications.

Marginal Functions:

1. Attend in-service trainings and meetings as directed by Facilities Supervisor.
2. Assist all employees of the Park District as Needed.

Physical Requirements:

1. Handling Park District materials up to 50 lbs. Assistance will be provided when needed.

Cognitive Considerations:

1. Resolve problems that arise with patrons. Work together with employees to find a solution.
2. The Birthday Party Host must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

Position:

Kidz Korral Attendant

Summary:

The Kidz Korral Attendant is responsible for the safety and well being of children - ages 6 months to 11 years who attend the Kidz Korral.

Supervisor:

The Kidz Korral Attendant reports to the Kidz Korral Coordinator, Customer Service Manager, SPRC Facility Manager, Superintendent of Recreation and the Executive Director.

Qualifications:

High school education preferred. CPR and First Aid training is required as well as criminal background check clearance.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Watch, direct and safeguard children at all times.
3. Interact with parents.
4. Distribute Park District information.
5. Administer First Aid according to the Park District's Communicable Disease Policy.
6. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Attend in-service trainings and meetings as directed by Supervisor.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Kidz Korral Attendant must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.