



## **Recreation Supervisor Youth Enrichment and Arts**

### **Park District of Highland Park**

**Contact Name:** Nicholas Kapetan

**Contact E-mail:** nkapetan@pdhp.org

**Contact Phone:** 847-579-3117

**Closing Date:**

**Salary:** \$60,987.50 - \$70,135.63

#### **Description:**

Nestled on the shores of Lake Michigan, the Park District of Highland Park has a mystique all its own just waiting to be discovered. Founded over a century ago, it is one of the oldest park districts in Illinois. The Park District serves over 30,000 residents in the City of Highland Park, Illinois and a small portion of the Village of Deerfield and is located approximately 25 miles north of Chicago.

**We are currently looking for a Full-Time Recreation Supervisor Youth Enrichment and Arts to join our extraordinary team.**

Under the direction of the Recreation Manager, the Recreation Supervisor Youth Enrichment and Arts is responsible for planning, coordinating, and supervising summer camps, cultural and performing arts, and after school enrichment. The Recreation Supervisor duties would include supervision of existing programs, as well as the development of new programs. Additionally, the Recreation Supervisor works with the Recreation Manager to foster relationships with the Highland Park community, school districts, and neighboring agencies to identify growth opportunities

**Education and/or Experience:** Bachelor's degree in Parks and Recreation or similar field from a four-year college or university and at least two (2) years of related parks and recreation experience in a professional capacity, or an equivalent combination of education and experience is required. Experience with managing others is required. Related professional certification is preferred.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of PC computers, Microsoft applications (Word, Excel, PowerPoint, Outlook). Ability to learn other software systems including but not limited to RaceTrac, Encode, and Paycom.

**Schedule:** Monday-Friday, 8:30am-5:00pm (nights and weekends may be necessary due to programming)

**Benefits:** Excellent benefit package including paid holidays and paid time off, health, dental and vision insurance, life insurance, voluntary life insurance options, flexible spending and dependent care spending account options, a defined benefit pension plan (IMRF) and a voluntary deferred retirement plan and opportunities to get involved in recreational programs for free or reduced cost.

To view full job description and to apply online please visit

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=48107&clientkey=315B3AF80DDEE71A200E9AE10728AA6C>

**The Park District of Highland Park is an equal opportunity employer.**