



New Opportunity! Supervisor of Recreation and Athletics Glenview Park District

Contact Name: Natalie Liang

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Contact Phone:

Closing Date:

Salary: \$58,000 DOQ

Description:

JOB OPPORTUNITY with the Glenview Park District:

Supervisor of Recreation & Athletics

(full time, exempt)

“Recreate” a better life with a career in the field of Parks & Recreation!

JOB SUMMARY: Responsible for planning, organizing, evaluating, and supervising designated youth and adult recreation and athletic programs, including youth sports leagues, clinics, and a variety of programs for both youth and adults. Additionally, overseeing open gym sessions for volleyball and basketball. Supervise weekly flexible summer camps, managing approximately 120 campers aged 4-10. Implement and manage events such as Safety City, Winter Train Ride, Glow Egg Hunt, Movies in the Park, Turkey Shoot, and community-wide pop-up programming. Represent and coordinate department presence at community events, serving as a liaison for community groups. Accountable for profit and loss in designated areas. Supervisory responsibilities include overseeing part-time employees, independent contractors, and over 50 volunteers. Serve as a liaison to various local community organizations.

QUALIFICATIONS: Bachelor's degree in Parks & Recreation, Business Administration, Sports Management, or related field required. Will consider significant and material experience in lieu of formal education. At least 1 year of full-time work experience desirable. Supervisory experience preferred. Knowledge of a variety of sports and recreation programming, event planning, marketing, and/or recreational activities. Critical thinking, analytic ability, excellent communication and organizational skills, strong technical ability (MS Outlook and MS Office) all required. Valid IL driver's license required.

SCHEDULING & PAY: This is a full-time exempt (salary) position with a regular schedule from Monday to Friday, 9:00am to 5:00pm. The role requires flexibility to work nights and weekends based on the special event and programming schedule. The successful candidate will be expected to have varied work times, including evenings and weekends, to ensure an active presence at programs, especially during key events such as the first week and last week of programs or leagues, as well as tournament or championship games. Target hiring begins at \$58,000 DOQ (commensurate with

qualifications and experience). Possible flexibility with remote work and work hours after the first year of employment.

BENEFITS WE OFFER: In exchange for your time and talent, we offer a generous benefit package, including:

- Medical Coverage, PPO or HMO
- Prescription Coverage
- Dental Coverage
- Vision Coverage
- Life Insurance (basic & voluntary)
- Short- and Long-Term Disability (IMRF)
- Pension / Defined Benefit Plan (IMRF)
- 457 Plan / Defined Contribution Plan
- ROTH IRA & Flexible Spending Accounts
- Paid Holidays, Personal Days, Vacation, Sick Time
- Tuition Reimbursement
- Professional Membership Dues Reimbursement
- Park District Facility Discounts and Usage Benefits

APPLY ONLINE

Visit us at www.GlenviewParks.org – click on “Jobs” at the top of the page.

Application Deadline: Open Until Filled- First review of Candidates: April 1

*If interested, please apply early. Recruiting and interviewing will begin immediately.
The Glenview Park District is an Equal Opportunity Employer.*