



Lakefront Park Supervisor

Wilmette Park District

Contact Name: Carol Heafey
Contact E-mail: cheafey@wilpark.org
Contact Phone: 847-256-9692
Closing Date:
Salary: \$67,665 - \$91,347

Description:

The Wilmette Park District offers a generous and comprehensive benefits package that includes medical, dental, and vision coverage, along with life insurance (basic and voluntary), a pension plan (Illinois Municipal Retirement Fund), 457 Defined Contribution Plan and Section 125 Flexible Spending Account in addition to paid holidays and vacation time, facility discounts & usage benefits.

SUMMARY:

Under the administrative direction of the Lakefront General Manager, the Lakefront Park Supervisor is responsible for coordinating and implementation of operations and supervision of the Gillson Park property, activities and events and the Lakeview Center programming.

SUPERVISION:

- Recruit, hire, train, supervise, and evaluate part-time lakefront staff, including, but not limited to, Park Patrol, Security Staff, Customer Service Representatives, Rental Attendants, Camp Counselors, and Program Attendants.
- Plan, direct, implement and evaluate Great Gillson, Pathfinders, and Kayak and SUP Camps.
- Provide direct supervision for all park operations including dog beach, Wallace Bowl events/rentals, outdoor permits, and picnic areas.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Manage venue rentals for the interior spaces at the Lakeview Center.
- Conduct seasonal trainings to cover staff expectations, customer service, safety and procedures that are outlined in various lakefront employee handbooks and assist in conducting pre-season lifeguard certification.
- Assist with seasonal facility start-up and closure procedures with Park Maintenance Staff
- Assist in provide high quality instruction to both patrons and staff for Red Cross courses including but not limited to First Aid/CPR/AED and Babysitting
- Assist in the development of an outdoor adventure program/curriculum
- Develop, implement, and evaluate a catalog of session based programs and community events for all ages
- Responsible for the administration of an on-site afterschool enrichment program

- Work collaboratively with the Gillson Park Supervisor in support of broad facility rentals, events and operations
- Maintain current and accurate records pertaining to the operation of the Lakefront Properties
- Implement purchasing, inventory of supplies, and reconciliation in accordance with Park District policies and procedures
- Responsible for collaborating with the Marketing Department on annual marketing plan for operating areas, submit brochure content, and monitor website for accuracy
- Review and approve time sheets for employees and accurately complete bi-weekly payroll
- Assist in the creation, execution, and management of Lakefront Operations annual budget in accordance with Park District policies and procedures
- Monitor monthly budget reports and report any variances
- Evaluate customer and community interests and needs; make recommendations on future offerings and services based on community feedback and industry trends
- Support annual Wilmette Park District Special events
- Attend conferences, workshops and seminars related to the position, in order to stay current with safety protocols, training materials, and programming options
- The Supervisor shall perform such other duties related to programming and the general Park District functions as requested or assigned by the Lakefront General Manager and/or the Superintendent of Recreation.

SAFETY RESPONSIBILITIES:

- Actively support the safety program that will effectively control and reduce accidents. Obey all Park District and departmental safety rules, regulations and procedures established by the Wilmette Park District safety program that are pertinent to the activities conducted at the facility and property.
- Promptly report all unsafe actions, practices, or conditions to the immediate supervisor.
- Attend and participate in required safety training.
- Review all accident and incident reports that occur under area of responsibility and send to Human Resources/Risk Management Department

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

EDUCATION AND EXPERIENCE:

- The minimum requirement shall be a Bachelors degree from a recognized college in recreation, or other related field
- At least 1 year experience in recreation and/or outdoor education
- Preference will be given to an individual with at least two years of experience in lakefront experience

CERTIFICATIONS:

- Valid Driver's License
- CPR/AED certification within three (3) months of hire (provided by the Park District) Red Cross Lifeguard Instructor Certification within three (3) months of hire
- Annual Sexual Harassment Training

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical

procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

TECHNOLOGY SKILLS:

Ability to type and familiarity with computers are essential. The Park District uses Microsoft Office Suite, Paycom for payroll processing, Incode for financial record/budget management, and RecTrac for program registration/facility booking.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand, walk, climb or balance, and taste or smell.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions. The employee frequently works in outside seasonal weather conditions.

The noise level in the work environment is usually moderate.

HOURS:

- This position will have varying hours, based on the needs of operations, camp, or special event responsibilities and/or the agency.
- Due to the nature of recreation work, evening and weekend and holiday hours are to be expected.
- General hours of duty will be approved by the Lakefront General Manager and Superintendent of Recreation for the various seasons of the year.