



Recreation Supervisor - Athletics

Oswegoland Park District

Contact Name: Keith Zalewski

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Closing Date: 2024-04-29

Salary: \$49,005+ (DOE)

Description:

JOB SUMMARY

The Recreation Supervisor is an administrative position currently located at 5 Ashlawn Avenue, Montgomery, Illinois. The Recreation Supervisor reports directly to the Recreation Manager and the Superintendent of Recreation. Responsibilities include the recruitment and training of staff, development and management of high quality, competitive and recreational, athletic programs designed for children and adults.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Facilitate the administration, supervision, planning, personnel, and operation of the District's athletics programming.
- Manage personnel administration.
- Communicate with, but not limited to, staff, volunteers, participants, and parents.
- Maximize the effective use of facilities, parks and athletic fields for programs and activities.
- Develop relationships with individuals, groups, businesses, agencies within the community and profession, including local and regional sports groups and affiliates.
- Develop and implement ongoing analysis and evaluation program and service.
- Develop of annual budget for the program areas supervised.
- Contribute to the coordination of the annual community festival.
- Perform other duties as assigned.

EDUCATION, EXPERIENCE & TRAINING

- Bachelor's Degree in Recreation, Sports Management or equivalent experience.
- Background or experience in area of athletics.

KNOWLEDGE, SKILLS & ABILITIES

- Work independently and as a team member of the administrative staff and work groups as assigned.
- Ability to see and assimilate information from varied sources and make decisions consistent with the goals, values, and vision of the District.
- Ability to learn new skills and knowledge.

- Demonstrate ability to plan, organize and provide leadership to employees that will give them the tools necessary to fulfill the goals of the department and the District.
- Demonstrate decision-making, conflict resolution, negotiation, and organizational skills.
- Demonstrate management and supervisory skills.
- Demonstrate communication skills, oral and written.
- Knowledge of Word, Class, and Excel preferred.
- Understand and exhibit behavior consistent with stated values of the Park District.

Hours:

40 hours a week. Ability to work nights, weekends, and holidays are required.

Benefits We Offer:

- Blue Cross Blue Shield Medical Insurance, PPO or HMO
- Dental Insurance
- Vision Insurance
- Basic Life Insurance
- Short- and Long-Term Disability (IMRF)
- Pension (IMRF)
- 457 Plan/Defined Contribution Plan
- Paid Time Off