



Recreation Supervisor

Crete Park District

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Closing Date:
Salary: \$40,000 - \$47,000

Description:
Crete Park District
Recreation Supervisor

Job Title: **Recreation Supervisor**
Department: Recreation
Reports To: Superintendent of Recreation
FLSA Status: Non-Exempt

Summary:
Responsible for the development, coordination and implementation of recreation services, programs, and activities; including but not limited to senior, adult, teen, youth and early learning programming, summer day camps, and one day recreational program development.

Essential Functions:

- Develop, implement, and evaluate quality recreation programs that serve the needs of the district's residents.
- Development of recreational programs for all age categories to serve the greater Crete area.
- Accountable for program implementation to include pricing structure, staffing model, services provided and contract management.
- Recruit, hire, train, supervise and evaluate instructors, camp guides, rental supervisors, and guest service team members.
- Responsible for making program supply purchases with the approval of the Superintendent of Recreation.
- Assist with planning and implementation of special events.
- Provide detailed information on recreational programs to Marketing Supervisor.
- Prepare and maintain budgets for assigned program areas that are cost-effective and meet the park district's financial goals.
- Actively support the safety program and related programs including following/enforcing safety rules, reporting accidents and injuries, and developing ideas for the prevention of future incidents.

- Maintain proper inventories of supplies and equipment.
- Maintain equipment in a safe and efficient working order.
- Be available for after-hours work as required.
- Continually develop as a professional, attending workshops and networking with other professionals that will help promote new innovative programming ideas.
- Perform duties under varied seasonal conditions.
- Participate in any in-service safety training programs as required.
- Be familiar with and work in compliance with the park district's rules and regulations and personnel policies.
- Perform other duties and responsibilities not covered above but directed by the Executive Team.

Marginal Functions:

- Versatility and initiative in dealing with changing assignments.
- Ability to organize a wide range of tasks effectively and efficiently.
- Ability to work without direct supervision to provide exceptional results.
- Ability to understand work from both written and oral instructions.
- Ability to understand and contribute to logistical operational planning.
- Knowledge of fiscal responsibility pertaining to the use of maintenance equipment and supplies.
- Serve as on-site supervisor for park district programs as needed.

Qualifications:

- Bachelor's Degree in Recreation, Education, Physical Education or related field.
- First Aid, CPR/AED certified or ability to obtain
- CPRP preferred
- Provide satisfactory personal references
- Valid Driver's License
- Be available to pass a standard drug test and background check

Hours and Compensation: This is a full-time position and based on an average of 40 hours per week. Normal working hours will be Monday through Friday and will vary depending on the programs and needed supervision. Compensation will be established at the time of hire and increases will be based on the evaluation and recommendation of the Superintendent of Recreation with the approval of the Executive Director.

Benefits: IMRF Pension

Health and Life Insurance (Percentage covered by District, determined annually)

Paid Holiday time off (9 recognized holidays, 2 floating)

Paid Vacation (1 yr. = 1 week, 2-5 yrs. = 2 weeks, 6-9 yrs. = 3 weeks, 10 + yrs. = 4 weeks)

Up to 5 Paid sick/personal days/year

Hours: Hours vary depending on the season

Evening and weekends to be expected, including special events