



Recreation Supervisor – CAP & Camp

Arlington Heights Park District

Contact Name: Emma OMeara

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Contact Phone:

Closing Date:

Salary: \$54,321 - \$58,479

Description:

AHPD OVERVIEW

The Arlington Heights Park District (AHPD) is one of the most noteworthy park districts in Illinois. Located 25 miles northwest from downtown Chicago, AHPD is the 3rd largest Park District in Cook County and the 12th largest in the State of Illinois. Since 1925, AHPD continues to enrich the community by providing fun, accessible, and impactful recreation and facilities for every age and every season. The District are stewards of five community centers with outdoor pools, two tennis clubs, Lake Arlington, Arlington Ridge Center, two public golf clubs and a driving range, Arlington Heights Historical Museum, Senior Center, 58 parks, 44 playgrounds, 22 miles of jogging and bike trails across 714 acres of land. AHPD is a three times National Gold Medal Award recipient for excellence in the field of parks and recreation management and an Illinois Distinguished Accredited Agency.

GENERAL CAP & CAMP INFORMATION

Children at Play (CAP) provides a fun & safe before and after-school recreational program in partnership with our local schools in School Districts 25, 21, and 59. In addition to CAP programming taking place at the schools, CAP also has two remote sites at AHPD facilities. Camp programming takes place during Spring Break, Winter Break, and throughout the summer with Day Camp and Kaleidoscope Preschool Camp.

JOB SPECIFIC INFORMATION

Are you passionate about creating a fun and enriching environment for kids? We're looking for a motivated individual to lead our Before and After School Program, serving over 1,100 students and overseeing more than 140 part-time staff! In this role, you'll supervise and manage our CAP program, develop and run engaging camp programs throughout the year and collaborate on the District's early childhood and preschool programs. You'll be a great fit if you have excellent writing and communication skills, thrive in a fast-paced environment and can build positive relationships with employees, parents and the community.

ESSENTIAL JOB DUTIES

- Responsible for planning, implementing, and supervising Children at Play (CAP) before & after school programs as well as responsible for planning, implementing, and supervising camp programs including Day Camp and Kaleidoscope Camp
- Hire, train, direct, and review CAP site directors, assistant site directors, activity leaders as well as summer camp staff totaling approximately 140 staff
- Plans and conducts staff in-service training for both CAP & Camp staff

- Coordinates ordering and delivery of supplies while maintaining expenses within budgetary parameters
- Works in partnership with NWSRA for both CAP and camp programs
- Works directly with school age general interest independent contractors to confirm class schedules, descriptions, and enrollment each session

EDUCATION, EXPERIENCE AND TRAINING

- BA/BS in Parks and Recreation, Arts, or a closely related field from an accredited college or university
- CPRP Certification preferred
- Valid Illinois Class "D" Driver's License
- CPR and AED Certification required within three months of employment
- Tuberculosis test require

BENEFITS WE OFFER

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

- Medical, Dental and Vision coverage
- Life Insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- Short- and Long-Term Disability (IMRF)
- 457 and ROTH 457 Defined Contribution Plans
- Medical and Childcare Flexible Spending Accounts
- Paid Time Off (sick, vacation and Floating Holidays)
- Credit Union
- PPE Reimbursement
- Park District facility and program discounts
- Paid Parental Leave

The Arlington Heights Park District commits itself to diversity, equity, and inclusion to create a mutually respectful, multicultural, and equitable environment.

Link to Apply:

<https://ahpd.bamboohr.com/careers/124>