



Recreation Supervisor I (Cultural Arts)

Roselle Park District

Contact Name: Nick Kapetan

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Closing Date:

Salary: \$34,000. - \$43,000.

Description:

SUMMARY

The General Recreation Supervisor position is an at-will appointment that receives direction from the Superintendent of Recreation. This Supervisor will be responsible for the maintenance and marketing of Cultural Arts, Teens and Special Event programs. This Supervisor assures that the highest quality of leisure services is provided during the programs they monitor and are responsible for maintaining and assuring the highest levels of safety practices are maintained. This position determines staffing levels and adjusts the workforce size and work schedules to assure program patrons a positive and satisfying recreation experience. This position requires the supervision, maintenance, and coordination of budgeting, marketing, revenue generation/expense control, customer related issues, and motivation and development of staff.

QUALIFICATIONS

Knowledge of Recreation Programming

Principles and practices of recreation program development, brochure preparation, budget preparation and management.

Principles and practices of supervision, training, and performance evaluations of part-time instructors and staff.

Principles and practices of recreation risk management and loss prevention.

Computer operation, including Microsoft Office software.

Recent recreation industry trends and current literature.

Pertinent Federal, State and local laws, codes and regulation.

EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Four years of increasingly responsible experience in a public recreation or park agency, including two years of supervisory responsibility related to operating recreation programs.

Equivalent to a Bachelors degree from an accredited college or university with major course work in parks and recreation administration, sports management, physical education or a related field.

On-going training in recreation programming or related field

Licenses or Certificates: Drivers with the Park as a Certified (CPRP)

ESSENTIAL FUNCTIONS

Per Americans with Disabilities Act, general physical requirements include the following:

Ability to perform work functions indoor and outdoors.

Ability to communicate including sighted and auditory comprehension and verbal and writing ability.

Ability to work seated at a desk for extended periods, a minimum of 2 hours.

Ability to bend and lift a minimum of fifty (50) pounds.

DUTIES AND RESPONSIBILITIES

Essential responsibilities and duties may include, but are not limited to, the following:

Plan, implement, evaluate and supervise recreation programs from inception to completion.

Evaluate programs through review of participant evaluations and public comments.

Recruit, select and employ adequate staff and volunteers to effectively operate programs.

Orientate, train and supervise all assigned part-time instructors and volunteers.

Prepare annual job performance evaluations for all assigned part-time instructors and assistants. 6

Act on employee problems in a timely and effective manner.

Maintain accurate financial, personnel and program participation records.

Complete payroll information for staff bi-weekly as needed.

Prepare and manage annual budgets for assigned programs and events.

Supervise the expenditure of funds and income for assigned programs and operate within the established budget

Order, purchase and coordinate assigned program supplies and equipment.

Support district policies and operational procedures

Work with the Marketing and Communications Department to disseminate newsletters, flyers, press

releases, the brochure and other public relations materials to promote assigned programs and events.

Schedule the use of facilities for area programs and events, including the necessary information for proper program set-ups and cleaning.

Cooperate with the Parks Department to ensure quality field and facility environments

Receive and respond to citizen inquires and complaints.

Implement appropriate safety and disciplinary practices.

Perform general administrative/office duties as required, including attending meetings, assisting customers, answering the telephone, preparing reports and correspondence, copying and filing documents, etc.

Operate a variety of office equipment, including a computer, printer, calculator, copier fax machine, telephone, etc.

Maintain a clean, safe and orderly working environment.

Review and visit programs, activities and special events initiated by the District.

Act as a district liaison with special interest groups as assigned. 23 Attend and participate in professional group meetings; stay abreast of new trends and innovations in the parks and recreation industry

Attend training sessions as identified by the Superintendent of Recreation

Perform related duties and responsibilities as required.

Please apply online at

<https://www.applitrack.com/rparks/onlineapp/default.aspx?Category=Recreation>