



## Recreation Supervisor of Youth Programs

River Trails Park District

**Contact Name:** Geralyn Konsewicz

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**Closing Date:**

**Salary:** 14-18/hour (part-time with IMRF benefits)

### **Description:**

Our Mission is to enrich the lives of our diverse community by providing quality parks, facilities and programs for recreation, education and wellness. River Trails Park District seeks innovative team members who are creative and critical thinkers that endorse fun. River Trails Park District serves the communities of Mount Prospect & Prospect Heights.

**Position:** The supervisor is responsible for the development, budgeting, organization and promotion of a variety of recreation programs in the areas of Summer Camp, Before and After School Extended Day Care, Days Off School programs, Holiday Camps, Youth Enrichment, Cultural Arts and Special Interest programs.

**Duties and responsibilities:** • Coordinates area programs and facility schedules as listed in the position summary • Participates with all program area projects • Oversees area personnel including recruiting, hiring, training, disciplining and evaluating. • Creates new and inventive recreational programs on a regular basis. • Purchases and controls all necessary supplies and equipment for assigned programs. • Plan, implement, and participate in programs or events. • Attend various meetings with River Trails Park District staff.

Flexible hours 25-30/week up to 40 in the Summer.

More details on our website at [www.rtpd.org](http://www.rtpd.org).

**Qualifications:** • Two (2) years progressive Parks and Recreation experience • Bachelor's degree in Parks and Recreation Administration or related field preferred • Certified Park and Recreation Professional preferred • Ability to work well with external and internal customers • Excellent (oral and written) communication and organization skills • A valid driver's license • Proficient knowledge and experience in Microsoft Office applications • Certification in Cardio Pulmonary Resuscitation (CPR), First Aid and Automated External Defibrillator (AED) within 3 months of employment

To apply, complete our online job application at <https://www.applitrack.com/rtpd/onlineapp/> and attach a current resume and cover letter.