



Pottawatomie Community Center Evening Supervisor

St. Charles Park District

Contact Name: Katie Miller

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Closing Date:

Salary: 40,000 + full benefits

Description:

Energetic and cohesive recreation department is looking for an Evening Center Supervisor to join our team. This entry-level supervisor position oversees all aspects of front desk operations including registrations, class lists, rentals, room set-ups and staff schedule. Additional responsibilities include some recreational programming, summer concert series and various special events. Individual will report to Assistant Superintendent and work closely with Morning Center Supervisor and supervise community center custodians.

Work schedule is generally Monday – Thursday 11:30am – 8pm and Friday 9:30-6pm with some weekend responsibilities.

Qualifications for this job are a Bachelor's Degree in Recreation, Education or related field. Preferably a minimum of 2 years experience effectively working in recreation related facility and supervision of staff. Position demands a quick thinker with the ability to multi-task and a work record that shows reliability, initiative and productivity. Excellent communication skills are a must.

Starting salary is \$40,000+ with full benefits.

Take the Next Step! To read the full job description and apply, please visit the St. Charles Park District Employment page at:

<https://www.applitrack.com/stcharlesparks/onlineapp/default.aspx?AppliTrackJobID=449&ref=>