



## **Recreation Supervisor I**

### **Medinah Park District**

**Contact Name:** Frank Wendling

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**Contact Phone:** 630-893-2560

**Closing Date:**

**Salary:** \$38,000 - 40,000

#### **Description:**

##### **THE POSITION: RECREATION SUPERVISOR I**

Within the Recreation Division of the Medinah Park District, the Recreation Supervisor I is responsible for the development, implementation, evaluation and administration of Early Childhood programs, Youth programs, Creative and Performing Arts programs, Summer Camps, Special Events, Before/After School programs and multi-district Cooperative programs.

##### **ESSENTIAL JOB FUNCTIONS:**

Plan, organize, budget, schedule, coordinate, implement and evaluate programs within the early childhood, general youth, creative and performing arts, summer camps, special events, before/after care and cooperative programming areas. Develop fiscal budgets for areas of responsibility, administer allocated funds and prepare necessary documents. Effectively communicate Park District information to the general public. Manage program scheduling, facility usage and staffing related to program areas. Prepare seasonal brochure information, social media posts and other publicity tied to areas of programming. Supervise part-time, seasonal and contractual staff as well as volunteers. Develop and maintain community relationships with local organizations, associations and professional peer groups. Ability to learn and use the District's Active Net program registration system.

##### **NECESSARY QUALIFICATIONS/WORK ENVIRONMENT/EXPECTED HOURS:**

Strong interpersonal skills, writing skills, supervisory/leadership skills and capability to possess good judgement. Ability to attain certification in CPR, AED and First Aid. Computer capability is required with experience using Active Net Recreation Software as a bonus. This position is required to exercise independent thought and discretion in the completion of their duties. This team member will actively engage with their events and programs throughout multiple facilities. Based upon the demands and responsibilities of the position and particular District operations, some weekday evenings and weekend hours may be a necessary aspect of this opening.

##### **EDUCATION AND EXPERIENCE:**

The Medinah Park District is looking for an individual with a degree from an accredited college or university, primarily focused on Parks & Recreation Administration, Education or a curriculum closely related to same. A minimum of 1-2 years of previous experience is preferred. Ability to attain certification in the profession of parks and recreation. Personal work ethic and values will also be important factors in determining who our next team member will be.

**CONTACT:**

Failure to provide a letter of introduction/interest, resume and a minimum of three (3) references via direct mail or e-mail will disqualify interested candidates from consideration. Send necessary information to:

Mr. Frank Wendling, Superintendent of Recreation, Medinah Park District, 22W130 Thorndale Avenue, Medinah, IL 60157 or to [frank@medinahparkdistrict.org](mailto:frank@medinahparkdistrict.org).